

Virginia International Registration Plan



This guide has been prepared to assist you
in registering and complying with the International Registration Plan (IRP).

Read your guide carefully.

The necessary information, instructions and sample forms
have been included for your convenience.

If you have questions or need assistance concerning the
program, contact:

Virginia Department of Motor Vehicles
Motor Carrier Services - IRP
Post Office Box 27412
Richmond, VA 23269-0001

Phone:
Toll free (866) 878-2582 (voice)
(800) 272-9268 (deaf or hearing impaired ONLY)

mcsonline@dmv.virginia.gov(email)
www.dmvNOW.com (web site)

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What Is IRP?

The International Registration Plan (IRP) is a registration reciprocity agreement among jurisdictions in the United States and Canada. IRP provides for payment of license fees based on fleet miles operated in various jurisdictions. Currently, the 48 contiguous (adjoining) states, the District of Columbia and ten Canadian provinces (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec and Saskatchewan) participate in the IRP. Virginia became an IRP member in 1975.

Under the International Registration Plan registered fleet vehicles may be operated in multiple states/provinces (interstate) or within one state/province (intrastate). The state or jurisdiction where the fleet is based issues a single plate, decals and cab card for each registered vehicle. These credentials allow interstate or intrastate operation of the vehicle in member jurisdictions.

The Plan provides for the equitable sharing of registration revenue among the member jurisdictions. Each member jurisdiction receives its proportional share of registration fees for each vehicle registered under the IRP fleet.

Under the IRP, interstate carriers must file application(s) with the jurisdiction in which they are based. The member jurisdictions have agreed to allow the base jurisdiction to collect the applicable registration fees for apportionment to all jurisdictions at the same time. The base jurisdiction issues an apportioned plate, decals and cab cards for each vehicle. Law enforcement uses these credentials to verify and validate registration. Registration fees are calculated according to each jurisdiction's specific registration schedules.

A fleet must consist of at least one power unit. There is no limit on the number of additional power units that can be licensed to operate under the same fleet type. Each vehicle within the fleet must meet insurance requirements and may be proportionally registered for the same jurisdictions. A fleet vehicle is referred to as an apportionable vehicle.

Apportioned registration fees are computed by the base jurisdiction according to the percentage of miles operated for the preceding year in each jurisdiction in which the registrant seeks apportionment and each jurisdiction's established weight and fee schedule. The license fee is collected by the base jurisdiction and disbursed to each jurisdiction where the vehicle is apportioned.

Vehicles registered under the IRP are considered fully registered in each jurisdiction that receives registration revenue. Registration fees are determined by the type of operations (private, for-hire or rented) and by:

- percentage of miles traveled in each jurisdiction;
- the registered gross weight of each vehicle;
- the number of vehicles in the carrier's fleet; and,
- value, age, unladen weight, etc. (in some jurisdictions).

What Is IRP?

Apportioned registration does not:

- waive or exempt a truck operator from obtaining operating authority from any state/province in which the apportioned vehicle travels (either inter- or intrastate);
- waive or replace requirements of the International Fuel Tax Agreement (IFTA);
- waive or exempt the payment or reporting of other taxes (income, sales, etc.);
- allow the registrant to exceed the maximum length, width, height, or axle limitations;
- waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290);
- exempt a carrier from filing the necessary proof of liability coverage in each state/province where required.

Frequently Asked Questions

Can I get my IRP registration and plates from any Virginia Department of Motor Vehicles (DMV) office?

Yes. IRP transactions can be processed from any Virginia DMV customer service center or the headquarters location.

Can you tell me what my IRP registration fees will be?

Generally we cannot tell you what your IRP license fees will be until we process your application and generate an invoice. The fee calculation for each jurisdiction varies based on the laws of that jurisdiction. The fee calculation for your vehicle may be based on gross weight, mileage, vehicle year model, vehicle make, purchase price, your type of operation and other factors, depending on the jurisdictions where you apply for registration. Our system calculates the full vehicle registration fee for each jurisdiction and then determines the percentage of that fee to charge based on the percentage of miles you travel in that jurisdiction. For example, if 25 percent of your miles are traveled in North Carolina, you will be charged 25 percent of the annual North Carolina registration fee that would be paid for a non-IRP North Carolina registration. Because the fee calculations are complex, we cannot manually calculate them. We can provide you with an estimate based on the full Virginia fee.

My vehicle weight is less than 26,001 pounds and I deliver to several locations within another jurisdiction. Do I need IRP plates?

Yes. You need IRP plates if you operate intrastate (point to point) within another jurisdiction, regardless of the weight of your vehicle.

What form do I need to complete for an IRP registration and plates?

Complete the IRP 1, Virginia International Registration Plan Application.

Do I need a Virginia address for an IRP registration and plates?

Yes. You must have an established place of business in Virginia to qualify for IRP registration in Virginia. A physical street address is required rather than a post office box.

Do I need a Virginia title for my vehicle in order to get IRP plates?

Yes. Your vehicle has to be titled in Virginia to get IRP plates in Virginia. If you do not want to give up your title in another jurisdiction, you may title your vehicle for registration purposes only and DMV will issue a title number and hold the title.

Frequently Asked Questions

What is a base jurisdiction?

A base jurisdiction is where the registrant has an established place of business, where mileage is accrued by the fleet and where operational records of that fleet are maintained or can be made available. The established place of business should be a physical structure owned, leased or rented by the fleet registrant and should be designated by a street number or road number.

I just purchased a vehicle. Can I use temporary or multi-use license plates instead of apportioned plates?

No. Multi-use plates on an IRP-qualified vehicle are not acceptable and may result in a ticket for improper registration. Motor vehicle dealers issue multi-use license plate(s) (valid for 45 days) to transport persons or property in Virginia only. If a vehicle is required to travel into other IRP jurisdictions and does not display IRP license plates, an IRP trip permit should be purchased for each jurisdiction of travel before entering the jurisdiction.

Can I get quarterly IRP license plates?

No. IRP plates are issued for a 12-month period. They expire at the end of the same month in which you applied. For example, if you submit your application on 9/1/04 your license plates will expire 9/30/05.

Can I get temporary IRP license plates?

No. Virginia does not issue temporary IRP license plates.

If I have IRP license plates, do I need to apply for IFTA?

Yes. You must also register for IFTA and file motor fuel road tax reports on a quarterly basis if the vehicles within your fleet:

- have two axles and a gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds; or
- have three or more axles regardless of weight; or
- are used in combination and the combined weight exceeds 26,000 pounds or the registered gross vehicle weight.

WebCAT

WebCAT: DMV's electronic service for titles, IRP and IFTA

WebCAT provides the motor carrier industry with a way to conduct transactions electronically. Using a personal computer and the Internet, carriers may apply for and receive titles for their vehicles, International Registration Plan (IRP) apportioned license plates, International Fuels Tax Agreement (IFTA) decals, and submit quarterly IFTA tax reports. There is no charge to use WebCAT.

When applying for credentials, you can choose to have your apportioned license plates, IFTA decals, and titles mailed directly to you or you may pick them up from a Virginia DMV customer service center.

Registration sign-up

It's easy to sign up to become a user. Just go to www.dmvNOW.com. In the menu on the left, click WebCAT (located under Commercial Services).

To become a user your company must base its IRP and/or IFTA accounts in Virginia and already have an established account(s). You will use your IFTA and/or IRP account number(s) to complete the easy "Sign Me Up" steps. To protect your privacy and provide your account with total security, you will be asked to pick a unique user name for your account.

Once the sign-up process is completed, DMV will send an electronic confirmation, will mail a letter confirming your registration to become a WebCAT user and will also provide you with a unique password. To further protect your privacy and provide your account with total security, the first time you enter your user name and password on WebCAT, you will be required to create a new password. This method of password protection ensures that no one but you can access your information.

Paying for your WebCAT transactions

WebCAT offers several secure easy to use payment options: credit card, ACH credit or ACH debit. IRP transactions completed through WebCAT must be paid for by one of these three methods at the time of processing. However, if you are filing your quarterly IFTA tax report, you may submit your payment by mail.

When to Apportion Your Vehicle

Apportionable Vehicles

An apportionable vehicle is any vehicle which operates or intends to operate in two or more IRP member jurisdiction. An apportionable vehicle is:

- used for the transportation of persons; or
- designed, used or maintained primarily for the transportation of property; and;
- is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,797 kilograms; or
- is a power unit having three or more axles, regardless of weight; or
- is used in combination and the weight of such combination exceeds 26,000 pounds or 11,797 kilograms gross vehicle weight.

A carrier may choose to but is not required to proportionally register:

- trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds or 11,797 kilograms or less;
- vehicles and buses used or maintained primarily for the transportation of property;
- and buses used in transportation of chartered parties.

Base Jurisdiction

For purposes of fleet registration, the base jurisdiction is where the registrant has an established place of business, where mileage is accrued by the fleet and where operational records of the fleet are maintained or can be made available.

Established Place of Business

The registrant must have a physical structure owned, leased or rented in the base jurisdiction. The physical structure must be designated by a street number or road location. The physical structure must be open during normal business hours, and have located within it:

- a telephone(s) publicly listed in the name of the fleet registrant shown on the name and address on the Virginia IRP Application (IRP 1);
- a person or persons conducting the fleet registrant's business; and
- the operational records of the fleet must be made available upon request.

A post office box does not satisfy the requirement for an established place of business.

Exempt Vehicles

The International Registration Plan exempts the following vehicles from registration:

- vehicles operating under separate reciprocity agreements that the IRP has not superseded;
- recreational vehicles used for personal pleasure or travel by an individual or family;

When to Apportion Your Vehicle

- commercial vehicles displaying restrictive plates that have geographic area, mileage or commodity restriction or equipment, dealer, or farm plates;
- buses used for chartered parties;
- government-owned vehicles;
- trailers and semitrailers.

Reciprocal Agreements

Vehicles that operate in interstate commerce that do not qualify for apportionment under IRP are extended reciprocity under other reciprocal agreements. The agreements include vehicles that have two axles and the actual or registered gross weight is less than 26,000 pounds. However, if you operate any of these vehicles in two or more IRP jurisdictions, you may choose to register the vehicle(s) under IRP.

Tow Trucks (Wreckers)

North Carolina and Tennessee do not require IRP registration for tow truck(s) (wreckers), due to reciprocal agreements in Virginia.

In Maryland, it is illegal to transport any property other than a vehicle on a rollback.

Maryland, Pennsylvania, Kentucky and West Virginia require tow trucks (wreckers) to be apportioned or to purchase an IRP trip permit and/or fuel permit, if required, prior to entry.

For information about other jurisdictions, contact that jurisdiction or:

DMV
Motor Carrier Services - IRP
Post Office Box 27412
Richmond, VA 23269
1-866-878-2582 Voice
1-800-272-9268 (deaf or hearing impaired)

Types of Operations

For-Hire Carriers

Any person, firm or corporation that uses motor vehicles to transport passengers, commodities or property for compensation.

Private Carriers

A person, firm, or a corporation that uses its own trucks to transport its own property.

Owner/Operators

Owner/operators who lease their vehicles may register their vehicle(s) in one of two ways:

- the owner/operator may register his vehicle as a lessor (operator) and fees will be allocated according to the operational records of the owner/operator. The cab card and license plates are the property of the lessor;
- the vehicle may be registered in the lessee (carrier) name; but, both the carrier and the owner/operator's names will be shown on the cab card. Fees will be allocated according to the records of the carrier. The license plate(s) and cab card are property of the carrier.

Trip Lease

An apportioned carrier may trip-lease equipment to another apportioned fleet operator and the lessor (owner) will be responsible for reporting the miles traveled under the lease. The lessee (operator leasing the equipment) must ensure that the vehicle is registered and operated only in the jurisdictions for which fees have been paid or obtain an IRP trip permit for the vehicle(s).

An apportioned vehicle may be leased to a non-apportioned carrier. The lessor (owner) is responsible for reporting the miles traveled under the lease. If the leased equipment is not apportioned in a jurisdiction in which the vehicle will travel, an IRP trip permit is required.

Buses

Regular Route - IRP registration is required for all buses traveling regularly scheduled routes. The carrier may submit actual in-jurisdiction miles for each jurisdiction, or the sum equal to the scheduled route miles per year for each jurisdiction.

Charter Buses - Buses used exclusively for the transportation of chartered parties are exempt from IRP requirements.

Types of Operations

Household Goods Carriers

Household goods carriers using equipment leased from service representatives (local companies) may elect to base the equipment in the base jurisdiction of the service representative or the base jurisdiction of the national carrier.

If the equipment is registered in the base jurisdiction of the service representative, the equipment will be registered in the name of the service representative as lessor and the carrier as lessee. Fees will be apportioned according to the combined records of the service representative and the carrier. Records must be kept or made available in the service representative's base jurisdiction.

If the equipment is registered in the base jurisdiction of the national carrier, the equipment will be registered by and in the name of the service representative as lessor and the carrier as lessee. The fees will be apportioned according to the records of both the carrier and service representative which include all intrastate miles generated by the service representative. The records must be kept or made available in the base jurisdiction of the national carrier. Service representatives registered in this manner will be fully registered for operations under their own authority as well as under the authority of the carrier.

Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives and used exclusively to transport cargo for a household goods carrier, the equipment will be registered by the carrier in the base jurisdiction, in both the owner-operator's name and the carrier's name as lessee. Fees will be apportioned according to the records of the carrier.

Rental Vehicles

The IRP specifically provides for registration of various types of rental fleets. If the rental agreement is for more than 60 days, the rental customer must have an established place of business and his fleet must accrue miles or kilometers in the jurisdiction selected as the base jurisdiction for the registration year.

Rental Owner • an owner principally engaged in renting one or more rental fleets to others or offering the vehicles of such fleets for rental, with or without drivers.

Rental Fleet • one or more vehicles that are rented or offered for rental with or without drivers and designated by a rental owner as a rental fleet.

Rental Vehicle • a vehicle of a rental fleet.

Renting and Leasing • the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

Rental Transaction • Occurs in the jurisdiction where a rental vehicle first comes into possession of the user.

Types of Operations

Utility Trailers

Owners of rental trailers with a gross weight of 6,000 pounds or less should register a number of trailers equal to the average number of trailers rented in or through each jurisdiction during the preceding year.

One-Way Vehicles

One way vehicles can be apportioned; however, owners of vehicles or combinations of vehicles with less than 26,000 pounds gross vehicle weight or registered gross vehicle weight and operated as part of an identifiable one-way fleet have the option to allocate or apportion their vehicles. Vehicles will be allocated to each jurisdiction based on the mileage factor. The percentage of miles traveled in each jurisdiction multiplied by the number of vehicles in the fleet will determine the number of vehicles to be fully registered or allocated to each jurisdiction. All trucks registered in this manner are allowed to operate both interstate and intrastate in all jurisdictions.

Hunter's Plates

When an owner/operator needs to travel from one jurisdiction to another to find employment, a hunter's plate may be requested. The plate is issued for the empty weight of the power unit and trailer, as applicable, for a three-month period and the fee schedule for private carriers is used to determine fees due. Loads cannot be transported using this plate. To request a hunter's plate contact any DMV customer service center.

Virginia Requirements

Important Information

If the vehicle that you are renewing or registering for the first time is leased, you must provide a copy of the lease agreement to DMV prior to the registration.

If you withdraw a vehicle from your apportioned fleet during the registration year because the vehicle was sold, destroyed or stolen, you are required to notify DMV of the change and either return the apportioned license plate(s) for the vehicle or provide certification that the apportioned license plate(s) have been destroyed, lost or stolen.

Declaring Virginia As Your Base Jurisdiction

To register your vehicles and designate Virginia as the base jurisdiction, you must:

- have an established place of business; the place of business must be a physical structure owned, leased or rented by the fleet registrant;
- have a publicly listed Virginia telephone number in the name of the registrant;
- have mileage accrued in Virginia by the fleet;
- have operational records of the fleet in Virginia or be able to make them available for audit;
- title each vehicle in the fleet in Virginia.

IRP Mileage Year

The IRP mileage reporting year is from July 1 through June 30 of the previous year. Example: if a carrier registers or renews in December 2004, he must report the mileage accrued from the previous July 1, 2003 through June 30, 2004 on the application.

Registration Period

When you apply for IRP registration, the license fees will be calculated for twelve months. When adding or deleting vehicles from the fleet during the registration period, the registration fees will be calculated from the month of the transaction to the end of the registration month of the fleet.

Example: Month of renewal of the fleet - January 2003; the license plates expire at the end of January, 2004. If a vehicle is added to the fleet in July, the fee will be calculated July 2003 through January 2004.

Operating Authority

If you are a for-hire carrier operating in intrastate commerce in Virginia, you must also register with the Virginia Department of Motor Vehicles (DMV). Visit the nearest DMV customer service center or call Motor Carrier Services (1-866-878-2582) for additional information.

Virginia Requirements

International Fuels Tax Agreement (IFTA)

IFTA is a base state agreement for the registration and payment of road tax. It allows the licensee to travel in all IFTA member jurisdictions. A carrier will register and receive a license and decals from his base jurisdiction and file quarterly reports with the base jurisdiction. The base jurisdiction will calculate the tax owed each jurisdiction in which the carrier operated and give credit for the over-purchase of fuel or overpayment of the road tax. All states and Canadian provinces participate in the program except Alaska, Hawaii, Washington, D.C., Northwest Territories, Yukon Territory and Nunavut. The IFTA license offers several benefits to the interstate carrier. These benefits include one license, one set of credentials, one quarterly fuel tax report that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

You must apply for IFTA licensing if you operate any of the following motor vehicles in and outside of Virginia:

- vehicles that have two axles and a gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds; or
- vehicles that have three or more axles regardless of weight; or
- vehicles that are used in combination and the combined weight is more than 26,000 pounds gross or registered gross vehicle weight at any time.

These vehicles are called qualified vehicles.

Note: Gross vehicle weight is the maximum weight of the vehicle and its load.

You must have a Virginia International Registration Plan (IRP) account in order to qualify for a Virginia IFTA account. If you operate a leased vehicle that has IRP apportioned license plates, you must furnish the Virginia Department of Motor Vehicles a legible copy of your lease agreement.

You are not required to have a Virginia IRP account if:

- you operate under IRP trip permits; or
- you operate under dealer license plates for delivery or demonstration purposes only; or
- you operate only charter buses; or
- you operate farm vehicles displaying a farm license plate; or
- you operate specialized mobile equipment displaying an equipment license plate; or
- you operate tow truck (wrecker) on an interstate basis into North Carolina, Maryland and/or Tennessee and you transport only vehicles or parts of vehicles; or
- you operate into North Carolina in interstate commerce not more than 3 times per month and less than 10 miles per trip from the Virginia border; or
- you operate into Tennessee in interstate commerce less than 10 miles per trip from the Virginia border.

Virginia Requirements

The following vehicles are exempt from IFTA reporting requirements in Virginia (this may not apply in other jurisdiction):

- recreational vehicles (such as motor homes used exclusively for personal pleasure by an individual and not used in connection with any business endeavor);
- the first two trucks or tractor trucks that are licensed in Virginia and are used for farm use only (as defined by VA Code § 46.2-698) and are not licensed in another state;
- vehicles owned by a licensed motor vehicle dealer that are operated without compensation for purposes related to a sale or for demonstration;
- vehicles owned and operated by federal, state, or local governments. This exemption does not apply to vehicles operated under a contract with the government;
- vehicles or equipment such as well-drills and cranes if the vehicle is not required to display license plates and is moved under a special permit. Vehicles operated under an equipment plate are not exempt.

Virginia is your base of operation for IFTA licensing and reporting if:

- you own vehicle(s) registered in Virginia that travel on Virginia roads; and
- you maintain operational control and records for those vehicle(s) in Virginia; or
- if you can make those records available in Virginia or you agree to pay travel expenses for audit of those records maintained outside of Virginia.

To apply for IFTA licensing:

Complete the IFTA Licensing Application (form RDT120). The application is available at any Virginia Department of Motor Vehicles (DMV) customer service center or from our website, www.dmvNOW.com.

USDOT Number

The United States Department of Transportation (USDOT) issues identification numbers for motor carriers that operate in interstate commerce. All vehicles with a gross vehicle weight exceeding 10,000 pounds must display the USDOT number. A district office is located in Richmond and the telephone number for forms and information is (804) 771-8585.

Heavy Vehicle Use Tax (HVUT)

Based on federal requirements, the owner of a vehicle(s) is required to provide proof of filing the Federal Heavy Vehicle Use Tax at the time a vehicle is registered or re-registered. The tax is administered by the Internal Revenue Service and proof of filing is required when original license plates are issued or renewed. The tax applies to power units that are registered for 55,000 pounds gross weight or more. For more information and forms, contact the Internal Revenue Service:

Richmond Area: (804) 649-2361.
For Other Areas: 1-800-829-1040.
For Forms Only: 1-800-829-3676.

Virginia Requirements

The following documents are acceptable as proof of filing for Virginia registration purposes:

- a copy of the recited Schedule I (Form 2290) returned by the IRS to the taxpayer. The recited Schedule I is required for Suspension of Tax Liability for vehicles operating 5,000 miles or less per year and 7,500 or less for agricultural vehicles;
- a copy of Form 2290 with Schedule I and a photocopy of both sides of the canceled check for payment. Schedule I (one page) will be accepted as proof of filing without a listing of vehicle identification numbers if the tax is paid on more than 21 vehicles.

Enforcement Requirements

Enforcement representatives look at the original IRP cab card to verify that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way. Photocopies are not acceptable as proof of registration.

Vehicles not displaying a current license plate, IFTA decals and IFTA license, a valid trip permit or temporary vehicle registration are in violation. The registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

IRP SAMPLE CAB CARDS AND PLATES

Sample Cab Card



VIRGINIA IRP APPORTIONED CAB CARD

IRP4 (06/03)

VEHICLE DESCRIBED BELOW HAS BEEN PROPORTIONALLY REGISTERED BETWEEN THE COMMONWEALTH OF VIRGINIA AND THE OTHER JURISDICTIONS LISTED BELOW.

REGIS YR 2004	ACCOUNT NUMBER 99999	FLEET NUMBER 103	SUPPLEMENT NUMBER 003	PLATE ISSUED 10/20/03	PLATE NUMBER 44444 PY	PLATE EXPIRES 1/31/05					
2003 IRP FEE TEST 2300 WEST BROAD ST RICHMOND VA 23269				STATE	WEIGHT	STATE	WEIGHT	STATE	WEIGHT	STATE	WEIGHT
VEHICLE OWNER 2003 IRP FEE TEST				AB	036287	AL	080000	AR	080000	AZ	080000
TITLE NUMBER 33333333				BC	036287	CA	080000	CO	080000	CT	080000
VEHICLE IDENTIFICATION NUMBER (VIN) 1KWTESTVEH0312345				DC	QUAL**	DE	080000	FL	080000	GA	080000
YEAR MODEL 2002				IA	080000	ID	080000	IL	080000	IN	080000
MAKE KENW				KS	080000	KY	080000	LA	080000	MA	080000
BODY TYPE TRACTOR				MB	036287	MD	080000	ME	080000	MI	080000
UNLADEN WEIGHT 18000				MN	080000	MO	080000	MS	080000	MT	080000
GROSS WEIGHT 80000				NB	036287	NC	080000	ND	080000	NE	080000
FUEL TYPE DIESEL				NH	080000	NJ	080000	NL	036287	NM	080000
OPERATION TYPE FOR HIRE				NS	036287	NV	080000	NY	080000	OH	080000
LOGGING? NO				OK	080000	ON	036287	OR	080000	PA	080000
PERMANENT PLATE? YES				PE	036287	QC	6AXLE	RI	080000	SC	080000
PLATE-MONTH DECAL# NONE				SD	080000	SK	036287	TN	080000	TX	080000
PLATE-YEAR DECAL# NONE				UT	080000	VA	080000	VT	080000	WA	080000
				WI	080000	WV	080000	WY	080000	**	*****

Dement B. Smith
Commissioner, Department of Motor Vehicles



Truck- Month & Year Decals Required



Tractor- Month & Year Decals Required



Permanent Truck- No Decals Required



Permanent Tractor- No Decals Required

All tags must be renewed each year. A new cab card will be issued reflecting the renewal.

Virginia IRP Application• IRP 1

New IRP Registration

First time registrants must complete the IRP 1 application. One application is completed for each fleet. Each application must bear an original signature. The registrant must also provide a copy of the Federal Form 2290 indicating filing of the Federal Highway Heavy Vehicle Use Tax if the vehicle will have a tag weight of 55,000 pounds or greater. The applicant has sixty (60) days to file a federal form 2290 on newly acquired vehicles.

If you are establishing a new IRP account or moving an account from another jurisdiction, you **MUST** submit a copy of a bill for the telephone located at your place of business. Bills for other types of utilities are not acceptable. The bill must:

- be dated within the last three months; and
- be in the same name as you entered in Section A, carrier's name, on the Virginia Apportioned Registration Application (IRP 1); and
- show the same address that you listed in Section A, Street Address Where Business is Located, on the IRP 1.

If you cannot provide a telephone bill that meets all of these requirements, contact a Motor Carrier Services representative (see front of application for contact information). You may be eligible for an exemption.

Virginia Apportioned Registration Application (IRP 1)

This form requests general information such as the person/company applying for IRP registration, federal identification or social security number, mileage of the fleet and a list of vehicles to be registered, added or deleted from the fleet. All power units such as trucks, tractors and busses in the fleet should be listed on the application.

Different Gross Weights In Jurisdictions

IRP vehicles may be registered at different gross vehicle weights in each jurisdiction. For example, a vehicle may have a registered gross weight of 76,000 pounds in Virginia, 80,000 pounds in Texas, and pay registration fees based on the 76,000 pounds in Virginia and 80,000 pounds in Texas. However, if the weight varies by more than ten percent from the Virginia gross weight, an explanation of the variance must accompany the original or renewal application.

Virginia Base Licensing Schedule

To register a vehicle for different gross weights, complete the Base Licensing Schedule included in the IRP 1.

Virginia IRP Application• IRP 1

Maximum Gross Weights

The maximum gross weight allowed on the Interstate Highway System is 80,000 pounds. If a gross weight exceeding 80,000 pounds is needed for travel on interstate highways, contact the jurisdiction(s) for requirements. Registering for the maximum allowable weight in any jurisdiction does not authorize the operation of any vehicle that violates size and/or weight limits for that jurisdiction.

The following jurisdictions allow a registered weight in excess of 80,000 pounds gross weight without obtaining a permit: province of Alberta (137,500 pounds), Maine (90,000 pounds), Nebraska (94,000 pounds), New Mexico (86,000 pounds), Saskatchewan (137,000 pounds) and the state of Washington (105,000 pounds).

Overweight/Over-Dimensional Permits

Any vehicle, combination of vehicles, or loads on vehicles, whose size or weight exceeds the statutory limits for a jurisdiction must have an oversize or overweight permit. Permits for Virginia may be obtained from the Virginia Department of Motor Vehicles Hauling Permit Section, (804) 497-7135. The telephone number of the issuing authority for each jurisdiction is in the IRP Jurisdiction List in Appendix A of this manual.

Estimated Mileage

If this is the first year you are filing an apportioned registration application and no miles have been accrued by this fleet, you may use estimated miles based on the proposed operation. Estimated miles must be clearly explained on IRP 1, Section F.

Estimated miles should only be used if the carrier is:

- applying for the first time;
- expanding operations by setting up a new fleet;
- adding jurisdictions to an existing fleet.

Estimated mileage is not permitted for subsequent years. For the second registration year, if estimated mileage is reported for the same state, fee calculation will be based on a percentage greater than 100% of total fleet miles. This percentage will vary according to the number of miles estimated and the number of total fleet miles. The percentage could run as high as 200%. (Miles routinely ended with "0" may be counted as estimated). Your estimates will be reviewed by Virginia DMV. All applicants who supply their own estimated mileage must provide a detailed explanation of their calculations. Your explanation and estimated miles will be reviewed to determine if they are reasonable. If either is not found to be reasonable, DMV may estimate the miles for you using standard calculations that will be based on the average miles per vehicle by jurisdiction reported by all Virginia IRP carriers. If this occurs, you may be billed for additional fees.

Virginia IRP Application• IRP 1

Application Submission

Your application may be submitted to any Virginia DMV customer service center or by mail. If submitted by mail, it will take longer to process your application. Mail completed applications to:

Department of Motor Vehicles
Motor Carrier Services - IRP
P. O. Box 27412
Richmond, Virginia 23269

DMV will process your application, calculate the registration fees due to each jurisdiction, and provide an invoice showing the total fees due each jurisdiction. When you receive the invoice:

- make one check payable to Virginia Department of Motor Vehicles for the total amount due;
- if you want to apportion with the Canadian provinces, be sure to include the Canadian Operating Authority number. If you do not have one, contact the appropriate province for the required forms. The contact information is in the IRP Jurisdiction List in Appendix A of this manual;
- after payment is received and processed, you will receive apportioned license plates and a cab card (registration) for each vehicle in your fleet.

Points to Remember:

- complete the IRP application fully;
- sign the application;
- obtain a USDOT number, if applicable;
- obtain all applicable operating requirements from other jurisdictions (e.g., operating authority);
- have the Federal Heavy Vehicle Use Tax, Form 2290 if you have owned the vehicle more than 60 days.

Instructions for Completing Virginia Apportioned Registration Application (IRP 1)

1. **Application For:** Check reason(s) application is being submitted. Complete all sections listed next to the reason(s) checked.

Section A: Applicant Information: Print or type all information

2. **Carrier's Name:** Name of the person, company, or corporation requesting apportioned registration. Do not give trade name.
3. **FEINSSN:** Applicant's Federal Employer Identification Number or social security number

Virginia IRP Application• IRP 1

4. **IRP Account Number:** Virginia DMV-assigned account number. If none is assigned, leave blank.
5. **Fleet Number:** Virginia DMV-assigned fleet number. If none is assigned, leave blank.
6. **Supplement Number:** DMV use only. Do not write in this space.
7. **Canadian Provincial Operating Authority Number:** Provincial operating authority number issued by Canadian Provinces, if applicable.
8. **IFTA Account Number:** Your International Fuel Tax Agreement account number.
9. **D.O.T. Number:** Identification number assigned by the Federal Department of Transportation.
10. **Wyoming Operating Authority:** Check the applicable box to indicate if you operate intrastate in Wyoming.
11. **Street Address Where Business Is Located (Required):** Virginia address where the fleet is based and where you have an established place of business. Include the telephone number, fax number, and e-mail address for the established place of business. This must be a Virginia address.
12. **Contact Person, Telephone Number:** Name, telephone number, fax number and e-mail address of the person DMV can contact if there are questions regarding the application.
13. **Business Mailing Address, City, State, Zip Code:** Applicant's mailing address if different from the established place of business.
14. **Address Where Records Are Located, City, State, Zip Code:** Address where the fleet records are maintained if different from the established place of business.

Section B: Carrier Information:

15. **Type of Carrier:** Check all boxes that define your business operation:
 - Private: transports own freight;
 - For-hire: transports passengers or property for compensation;
 - Rental: operates a fleet of for-rent vehicles;
 - Household Goods: operates for-hire for the transportation of personal effects and property used in a dwelling;
 - Logging.

Section C: Fleet Information:

16. **Total Number Vehicles in Fleet:** Number of vehicles in the fleet.

Section D: Adding Vehicle to Fleet:

(Use the code information to complete this section of your application).

17. **Owner Equipment Number:** Owner/DMV-assigned equipment number for each vehicle.

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18. Year, Vehicle Make, Vehicle Identification Number: Year model, the trade name (Kenworth, GMC, etc.) and the manufacturer-assigned identification number for each vehicle listed.

19. Type: Enter one of the following body type codes for each vehicle listed.

TT – Truck Tractor	TR – Tractor	TK – Single Truck	TD – Tow Dolly
BS – Bus	CG – Conv Gear	FT – Full Trailer	ST – Semi Trailer

20. Axles or Seats: If the vehicle is a bus, enter the number of seats. Enter the number of axles for all other types of vehicles.

21. Fuel: The fuel code for each vehicle listed.

D - Diesel	G - Gasoline	P – Propane	O - Other
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22. Color Code: Predominant color of the vehicle. See chart on the application.

23. Unladen Weight: Empty weight of each vehicle listed.

24. Gross/Combination Gross Weight: Gross or combined gross weight for each vehicle listed. For trucks that will not pull a trailer, the gross weight will be the empty weight of the truck plus the weight of the load to be hauled. For tractors and trucks pulling a trailer, the combined gross weight will be the empty weight of each vehicle plus the maximum load to be hauled.

You must complete the Licensing Base Schedule included in the IRP 1 application for any vehicle(s) that you wish to register at a higher or lower weight than what you have requested for Virginia.

25. Manufacturer's Gross Vehicle Weight Rating or Gross Combined Weight Rating: Enter the manufacturer's gross vehicle weight rating or gross combination weight rating.

26. Garage Jurisdiction: If Virginia, enter the city or county where the vehicle is garaged. If Non-Virginia, enter the state where the vehicle is garaged.

27. Vehicle Purchase Price: Price paid (rounded to the nearest odd hundred dollars) for each vehicle listed on this application. DO NOT INCLUDE SALES OR USE TAX OR FEDERAL EXCISE TAX.

28. Vehicle Factory Price: Factory price of each vehicle listed.

29. Lease/Purchase Date: Month and year of purchase by the present owner OR the month and year of lease by the present lessee.

30. Lease Agreement: If the vehicles that you are registering for the first time or renewing are leased, you must provide a copy of the lease agreement to DMV prior to the registration. Check **yes** or **no** to indicate that you have or have not provided DMV a copy of the Lease Agreement.

Virginia IRP Application• IRP 1

31. **Vehicle Owner's Name:** Name of the owner of each vehicle listed.
32. **Title Number:** Virginia DMV-assigned title number for each vehicle listed on this application.
33. **License Plate Number:** If a Virginia license plate has not been assigned, leave blank.
34. **National Mileage:** 10,000 or less, Estimated/Actual: Check this block for each vehicle that travels 10,000 miles or less nationally on an annual basis. Enter either **E** for Estimate or **A** for Actual Mileage.
35. **Overload Permit:** An overload application will be provided only with renewals.
36. **Permanent/Personalized Permanent Plates:** If you choose not to purchase permanent and/or personalized plates you will be issued apportioned license plates that must display month and year decals.
P • permanent • permanent plates must be renewed annually. Permanent plates are not required to display month and year decals.
V • personalized • these plates are issued when you request special lettering.
Personalized Choices • Enter up to 3 personalized message choices.
B • personalized permanent • personalized permanent plates **must** be renewed annually. Personalized Choices • Enter up to 3 personalized message choices.

Section E: Deleting a Vehicle From Fleet:

37. Enter the owner equipment number for each vehicle. Enter the year model, the vehicle make (Kenworth, GMC, etc.) the manufacturer-assigned identification number, the gross/combination gross weight, and license plate number for each vehicle listed.

Reason/Additional Information: If you withdraw a vehicle from your apportioned fleet during the registration year because the vehicle was sold, destroyed or stolen, you are required to notify DMV of the change and either return the apportioned license plate(s) for the vehicle or sign the certification that the apportioned license plate(s) have been destroyed, lost or stolen.

Section F: Mileage Information:

38. **Mileage Information:**

New Applicants ONLY

- **Jurisdiction Selection and Mileage for Applicants Establishing an Account:**

Check the box for each jurisdiction on this sheet that you plan to travel in during the coming year. Enter the number of miles that you plan to travel under Estimated Miles.

When using Estimated Miles, you must check one of the boxes on the following page of this application to indicate that you want DMV to determine your estimated mileage or that you will provide your own estimates. If you provide your own estimates, you must give an explanation of how you calculated your estimates.

Renewals ONLY

- **Jurisdiction Selection and Mileage for Renewal Applicants:**

If you are renewing your fleet, enter the year for the Renewal Mileage Report Period found on your renewal newsletter. Check the box for each jurisdiction on this sheet that you plan to travel in for the coming year. Beside each jurisdiction checked, enter the number of Actual Miles that you traveled last year in the jurisdiction or if you have

Virginia IRP Application• IRP 1

never traveled in the jurisdiction before, enter the number of Estimated Miles you plan to travel. When using Estimated Miles, you must check one of the boxes on the following page of this application to indicate that you want DMV to determine your estimated mileage or that you will provide your own estimates. If you provide your own estimates, you must give an explanation of how you calculated your estimates.

- **Jurisdiction Selection and Mileage When Adding Jurisdictions:**

Check the box for each jurisdiction you want to add to your IRP account. Beside each jurisdiction checked, enter the number of Actual Miles that you traveled last year in the jurisdiction or if you have never traveled in the jurisdiction, you should enter the number of Estimated Miles you plan to travel. When using Estimated Miles, you must check one of the boxes on the following page of this application to indicate that you want DMV to determine your estimated mileage or that you will provide your own estimates. If you provide your own estimates, you must give an explanation of how you calculated your estimates.

39. Mileage Instructions:

You must report either actual or estimated mileage for each jurisdiction that you plan to travel. Follow the instructions provided on the IRP 1.

Section G: Apportioned Registration Jurisdiction Weight Schedule

- 40. Apportioned Registration Jurisdiction Weight Schedule:** Complete this section to register any vehicles at a different weight for other jurisdictions.

Section H: Certification

- 41. Certification:** Authorized Representative's Name/Title: The name and title of the representative who is authorized to sign the application.

Authorized Representative's Signature: Signature of authorized representative; enter date in the space provided.

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VIRGINIA APPORTIONED REGISTRATION APPLICATION

Application For: (Check all that apply.)	Complete These Sections
<input type="checkbox"/> Establishing a new account and/or fleet	A, B, C, D, F, H
<input type="checkbox"/> Moving an account and/or fleet from another jurisdiction	A, B, C, D, H
<input type="checkbox"/> Renewing	A, B, C, D, E, F, H
<input type="checkbox"/> Adding vehicle(s) to an existing account and fleet	A, B, C, D, H
<input type="checkbox"/> Deleting vehicle(s) from an existing account and fleet	A, B, C, E, H
<input type="checkbox"/> Adding jurisdiction(s) to an existing account and fleet	A, D, F, H
<input type="checkbox"/> Reissue, Exchange	A, D, H
<input type="checkbox"/> Changing registration weight	A, D, H
<input type="checkbox"/> Changing vehicle color or garage jurisdiction	A, D, H

A APPLICANT INFORMATION

Carrier's Name (Do not give trade name.)			
FEIN/SSN	IRP Account Number	Fleet Number	Supplement Number
Canadian Provincial Operating Authority Number (if applicable)	IFTA Account Number	DOT Number	
Do you have <u>intrastate</u> operating authority in Wyoming? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Street Address Where Business is Located (Required)			
City	State	Zip Code	
Business Location Telephone Number (REQUIRED)	Fax Number	e-mail Address	
Contact Person (please print)			
Telephone Number	Fax Number	e-mail Address	
Business Mailing Address			
City	State	Zip Code	
Address Where Records Are Located (if different from above)			
City	State	Zip Code	

B CARRIER TYPE INFORMATION

Check ALL applicable boxes.		
<input type="checkbox"/> Private	<input type="checkbox"/> For Hire	<input type="checkbox"/> Rental
<input type="checkbox"/> Household Goods	<input type="checkbox"/> Logging	

C FLEET INFORMATION

Total Number Vehicles in Fleet

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VIRGINIA APPORTIONED REGISTRATION APPLICATION

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[illegible]

E	DELETIONS INFORMATION					
	If you withdraw a vehicle from your apportioned fleet during the registration year because the vehicle was sold, destroyed or stolen, you are required to notify DMV of the change and either return the apportioned license plate(s) for the vehicle or provide certification that the apportioned license plate(s) have been destroyed, lost or stolen.					
Owner Equipment Number	Year	Vehicle Make	Vehicle Identification Number	Gross/Combination Gross Weight	License Plate Number	Reason/ Additional Information
			37			

I certify that the apportioned plate(s) issued for the above vehicle(s) have been destroyed, lost or stolen.

Signed _____ Date _____

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VIRGINIA APPORTIONED REGISTRATION APPLICATION

Vehicle Factory Price	Lease/ Purchase Date	Have you provided Virginia DMV a copy of the Lease Agreement? Yes/No If no, attach a copy of the Lease Agreement.	Vehicle Owner's Name	Title Number	License Plate Number	National ⁷ Mileage		Overload ⁸ Permit	Permanent/Personalized Plates ⁹	
						10,000 OR less	Est/Act		Plate Choice	Personalized Choices
28	29	30	31	32	33	34		35	36	
		<input type="checkbox"/> Yes <input type="checkbox"/> No								
		<input type="checkbox"/> Yes <input type="checkbox"/> No								
		<input type="checkbox"/> Yes <input type="checkbox"/> No								
		<input type="checkbox"/> Yes <input type="checkbox"/> No								

CODES				
1. Type TT – Truck Tractor TR – Tractor TK – Truck FT – Full Trailer ST – SemiTrailer BS – Bus TD – Tow Dolly CG – Conv Gear	5. Fuel D – Diesel G – Gasoline P – Propane O – Other	3. Color Code Write the code of the predominant color of the vehicle. See vehicle color codes on page 5 of this application.	4. Gross/Combination Gross Weight Enter desired weight. Vehicle will be registered for the comparable weight in all specified jurisdictions unless Apportioned Registration Jurisdiction Weight Schedule is completed.	5. Mfg. GVWR or GCWR Enter manufacturer assigned Gross Vehicle Weight Rating or Gross Combined Weight Rating.
6. Garage Jurisdiction If Virginia, write city or county where vehicle is garaged. If not Virginia, write state where vehicle is garaged.			9. Permanent/Personalized Plates Plate Choice - If you would like permanent plates, personalized plates, or personalized permanent plates, enter one of the following codes: P – permanent – permanent plates must be renewed annually. Permanent plates are not required to display month and year decals. V – personalized – these plates are issued when you request special lettering. Personalized Choices – Enter up to 3 personalized message choices. B – personalized permanent – personalized permanent plates must be renewed annually. Personalized Choices – Enter up to 3 personalized message choices.	
7. National Mileage If vehicle annually travels 10,000 miles or less nationally, check box and enter E or A in the Est/Act box to indicate estimated or actual mileage.	8. Overload Permit			

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F MILEAGE INFORMATION

Renewal Mileage Report Period: July 1, _____ to June 30 _____
(year) (year)

JURISDICTION		MILEAGE		JURISDICTION		MILEAGE	
		A	B			A	B
		Actual Miles	Estimated Miles			Actual Miles	Estimated Miles
Alberta (AB)				North Dakota (ND)			
Alabama (AL)				Nebraska (NE)			
Arkansas (AR)				Newfoundland (NL)			
Arizona (AZ)				New Hampshire (NH)			
British Columbia (BC)				New Jersey (NJ)			
California (CA)				New Mexico (NM)			
Colorado (CO)				Nova Scotia (NS)			
Connecticut (CT)				Nevada (NV)			
District of Columbia (DC)				New York (NY)			
Delaware (DE)				Ohio (OH)			
Florida (FL)				Oklahoma (OK)			
Georgia (GA)				Ontario (ON)			
Iowa (IA)				Oregon (OR)			
Idaho (ID)				Pennsylvania (PA)			
Illinois (IL)				Prince Ed. Island (PE)			
Indiana (IN)				Quebec (PQ)			
Kansas (KS)				Rhode Island (RI)			
Kentucky (KY)				South Carolina (SC)			
Louisiana (LA)				South Dakota (SD)			
Massachusetts (MA)				Saskatchewan (SK)			
Manitoba (MB)				Tennessee (TN)			
Maryland (MD)				Texas (TX)			
Maine (ME)				Utah (UT)			
Michigan (MI)				Vermont (VT)			
Minnesota (MN)				Virginia (VA)			
Missouri (MO)				Washington (WA)			
Mississippi (MS)				Wisconsin (WI)			
Montana (MT)				West Virginia (WV)			
New Brunswick (NB)				Wyoming (WY)			
North Carolina (NC)							
Total Actual Miles (all jurisdictions)				Total Estimated Miles (all jurisdictions)			
Total Actual & Estimated Miles (all jurisdictions)							

Renewal Mileage Report Period

Jurisdiction

All Other Applicants -- Check box by each jurisdiction where you plan to travel.

Mileage

Actual Miles

Applicants Adding Jurisdiction(s) – Enter in Column A for each jurisdiction you are adding, the actual miles traveled in that jurisdiction during the latest July 1 to June 30 time period.

Applicants Moving an Account/Fleet from Another Jurisdiction -- Enter, in Column A the actual miles you traveled during the latest July 1 to June 30 time period.

Instructions for using Estimated Miles — Estimated mileage should only be used on an original application or when adding a jurisdiction for the first time.

Check applicable box below.

- ☐ I authorize DMV to determine my estimated miles using standard calculations based on the average miles per vehicle by jurisdiction reported by all Virginia IRP carriers. *(If you checked this box, skip to Section H.)*
- ☐ I choose to provide my own estimates. *(If you checked this box, follow the instructions below and complete the Estimated Mileage Explanation.)*

Applicants Renewing a Fleet -- Enter in Column B estimated miles for jurisdictions that you traveled in but cannot provide actual miles and any new jurisdictions where you will travel during the next registration year.

Applicants Adding Jurisdiction(s) – If you did not travel in a jurisdiction during the last July 1 to June 30 time period, enter in Column B the estimated miles you will travel during the remainder of your registration period.

Applicants Establishing an Account-- Enter in Column B the estimated miles you will travel during the next 12 months.

Applicants Moving an Account/Fleet from Another Jurisdiction -- Enter in Column B estimated miles for jurisdictions that you traveled in but cannot provide actual miles and any new jurisdiction that you will travel during the next 12 months.

All applicants who supply their own estimated mileage must provide a detailed explanation of their calculations. Your explanation and estimated miles will be reviewed to determine if they are reasonable. If either is not found to be reasonable, DMV may estimate the miles for you using standard calculations that will be based on the average miles per vehicle by jurisdiction reported by all Virginia IRP carriers. If this occurs, you may be billed for additional fees. The following is an example of a reasonable explanation.

My company recently received a contract from Smith Company, which will require us to travel in South Carolina. We will travel over the following routes in South Carolina once a week to the new stop, which is 38.4 miles from the border.

ROUTES AND MILE S: I-95 south for 35 miles, turn onto US52 east and travel 3.4 miles to Smith Company in Florence, South Carolina.

CALCULATION: $38.4 \times 2 = 76.8$ Total South Carolina Miles per Trip; 76.8×52 weeks = 3993.6 South Carolina Miles in 12 months.

If you need additional room, attach separate pages.

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G Apportioned Registration Jurisdiction Weight Schedule• IRP 1

IRP 1 (10/01/04)

Complete this section to register any vehicles at a different weight for other jurisdictions.

This Weight Schedule applies to the following Owner Equipment Number _____

This Weight Schedule applies to the following Owner Equipment Number _____

JURISDICTION	WEIGHT	JURISDICTION	WEIGHT	JURISDICTION	WEIGHT
AB-Alberta		MB-Manitoba		OH-Ohio	
AK-Alaska		MD-Maryland		OK-Oklahoma	
AL-Alabama		ME-Maine		ON-Ontario	
AR-Arkansas		MI-Michigan		OR-Oregon	
AZ-Arizona		MN-Minnesota		PA-Pennsylvania	
BC-Brit. Columbia		MO-Missouri		PE-Prince Ed. Is.	
CA-California		MS-Mississippi		PQ-Quebec	
CO-Colorado		MT-Montana		RI-Rhode Island	
CT-Connecticut		MX-Mexico		SC-South Carolina	
DC-Dist. Columbia		NB-New Brunswick		SD-South Dakota	
DE-Delaware		NC-North Carolina		SK-Saskatchewan	
FL-Florida		ND-North Dakota		TN-Tennessee	
GA-Georgia		NE-Nebraska		TX-Texas	
IA-Iowa		NF-Newfoundland		UT-Utah	
ID-Idaho		NH-New Hampshire		VA-Virginia	
IL-Illinois		NJ-New Jersey		VT-Vermont	
IN-Indiana		NM-New Mexico		WA-Washington	
KS-Kansas		NS-Nova Scotia		WI-Wisconsin	
KY-Kentucky		NT-Northwest Terr.		WV-West Virginia	
LA-Louisiana		NV-Nevada		WY-Wyoming	
MA-Massachusetts		NY-New York			

JURISDICTION	WEIGHT	JURISDICTION	WEIGHT	JURISDICTION	WEIGHT
AB-Alberta		MB-Manitoba		OH-Ohio	
AK-Alaska		MD-Maryland		OK-Oklahoma	
AL-Alabama		ME-Maine		ON-Ontario	
AR-Arkansas		MI-Michigan		OR-Oregon	
AZ-Arizona		MN-Minnesota		PA-Pennsylvania	
BC-Brit. Columbia		MO-Missouri		PE-Prince Ed. Is.	
CA-California		MS-Mississippi		PQ-Quebec	
CO-Colorado		MT-Montana		RI-Rhode Island	
CT-Connecticut		MX-Mexico		SC-South Carolina	
DC-Dist. Columbia		NB-New Brunswick		SD-South Dakota	
DE-Delaware		NC-North Carolina		SK-Saskatchewan	
FL-Florida		ND-North Dakota		TN-Tennessee	
GA-Georgia		NE-Nebraska		TX-Texas	
IA-Iowa		NF-Newfoundland		UT-Utah	
ID-Idaho		NH-New Hampshire		VA-Virginia	
IL-Illinois		NJ-New Jersey		VT-Vermont	
IN-Indiana		NM-New Mexico		WA-Washington	
KS-Kansas		NS-Nova Scotia		WI-Wisconsin	
KY-Kentucky		NT-Northwest Terr.		WV-West Virginia	
LA-Louisiana		NV-Nevada		WY-Wyoming	
MA-Massachusetts		NY-New York			

Vehicle Color Codes

IMPORTANT NOTICE If your registration/renewal form contains a box for your vehicle color on the front bottom of the notice, select a code corresponding to the exterior color that most likely resembles the color of your vehicle. Write that code in the appropriate box.

WHITE & BLACK	
Color	Code
Black	BLK
Cream/Ivory	CRM
Gray	GRY
White	WHI

RED & YELLOW	
Color	Code
Orange	ONG
Pink	PNK
Red	RED
Yellow	YEL

PURPLE	
Color	Code
Amethyst	AME
Burgundy/Maroon	MAR
Lavender	LAV
Mauve	MVE
Purple	PLE

BROWN	
Color	Code
Beige	BGE
Brown	BRO
Camouflage	CAM
Tan	TAN
Taupe	TPE

BLUE & GREEN			
Color	Code	Color	Code
Blue	BLU	Green, Dark	DGR
Blue, Dark	DBL	Green, Light	LGR
Blue, Light	LBL	Teal	TEA
Green	GRN	Turquoise	TRQ

METALLIC	
Color	Code
Aluminum/Silver	SIL
Bronze	BRZ
Chrome/Stainless Steel	COM
Copper	CPR
Gold	GLD

One Color - When the exterior color of the vehicle is one color, enter the appropriate three-character code describing that color. For example, in the case of a Beige car, write BGE in the left box: BGE

Two Colors - When describing a vehicle with two exterior colors, list the predominant (ie. main) color followed by the secondary color. For example in the case of a Green car with a Gold roof or trim, write GRN in the left box and GLD in the right box: GRN GLD

Three Colors - When describing a vehicle of three or more exterior colors, list the most predominant color (the one covering most of the car) first followed by the next most predominant. For example, for a Green car with a White roof and Gold trim, write GRN in the left box and WHI in the right box: GRN WHI

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G Apportioned Registration Jurisdiction Weight Schedule• IRP 1

IRP 1 (10/01/04)

Complete this section to register any vehicles at a different weight for other jurisdictions.

This Weight Schedule applies to the following Owner Equipment Number _____

JURISDICTION	WEIGHT	JURISDICTION	WEIGHT	JURISDICTION	WEIGHT
AB-Alberta		MB-Manitoba		OH-Ohio	
AK-Alaska		MD-Maryland		OK-Oklahoma	
AL-Alabama		ME-Maine		ON-Ontario	
AR-Arkansas		MI-Michigan		OR-Oregon	
AZ-Arizona		MN-Minnesota		PA-Pennsylvania	
BC-Brit. Columbia		MO-Missouri		PE-Prince Ed. Is.	
CA-California		MS-Mississippi		PQ-Quebec	
CO-Colorado		MT-Montana		RI-Rhode Island	
CT-Connecticut		MX-Mexico		SC-South Carolina	
DC-Dist. Columbia		NB-New Brunswick		SD-South Dakota	
DE-Delaware		NC-North Carolina	40	SK-Saskatchewan	
FL-Florida		ND-North Dakota		TN-Tennessee	
GA-Georgia		NE-Nebraska		TX-Texas	
IA-Iowa		NF-Newfoundland		UT-Utah	
ID-Idaho		NH-New Hampshire		VA-Virginia	
IL-Illinois		NJ-New Jersey		VT-Vermont	
IN-Indiana		NM-New Mexico		WA-Washington	
KS-Kansas		NS-Nova Scotia		WI-Wisconsin	
KY-Kentucky		NT-Northwest Terr.		WV-West Virginia	
LA-Louisiana		NV-Nevada		WY-Wyoming	
MA-Massachusetts		NY-New York			

This Weight Schedule applies to the following Owner Equipment Numbers: _____

JURISDICTION	WEIGHT	JURISDICTION	WEIGHT	JURISDICTION	WEIGHT
AB-Alberta		MB-Manitoba		OH-Ohio	
AK-Alaska		MD-Maryland		OK-Oklahoma	
AL-Alabama		ME-Maine		ON-Ontario	
AR-Arkansas		MI-Michigan		OR-Oregon	
AZ-Arizona		MN-Minnesota		PA-Pennsylvania	
BC-Brit. Columbia		MO-Missouri		PE-Prince Ed. Is.	
CA-California		MS-Mississippi		PQ-Quebec	
CO-Colorado		MT-Montana		RI-Rhode Island	
CT-Connecticut		MX-Mexico		SC-South Carolina	
DC-Dist. Columbia		NB-New Brunswick		SD-South Dakota	
DE-Delaware		NC-North Carolina		SK-Saskatchewan	
FL-Florida		ND-North Dakota	40	TN-Tennessee	
GA-Georgia		NE-Nebraska		TX-Texas	
IA-Iowa		NF-Newfoundland		UT-Utah	
ID-Idaho		NH-New Hampshire		VA-Virginia	
IL-Illinois		NJ-New Jersey		VT-Vermont	
IN-Indiana		NM-New Mexico		WA-Washington	
KS-Kansas		NS-Nova Scotia		WI-Wisconsin	
KY-Kentucky		NT-Northwest Terr.		WV-West Virginia	
LA-Louisiana		NV-Nevada		WY-Wyoming	
MA-Massachusetts		NY-New York			

Virginia IRP Application• IRP 1

H CERTIFICATION INFORMATION

IRP 1 (10/01/04)

I certify that all vehicles are currently insured by a policy issued by an insurance company licensed to do business in Virginia and that the policy provides at least the minimum amount of coverage as required by Virginia law. My signature attests to knowledge of all state and federal motor carrier safety and hazardous materials laws and regulations when applicable. Additionally, I have read the record keeping requirements listed in this application and understand my responsibilities regarding record keeping requirements in accordance with IRP.

Authorized Representative's Name (please print)		Title
41		
Authorized Representative's Signature		Date
Telephone Number ()	Fax Number ()	e-mail Address

Renewals

Renewal Notices

If your vehicles were registered during the previous year, renewal notices will be mailed to you approximately 75 days prior to the expiration date. Renewal notices include a printout listing your vehicles and the states where the vehicles were registered during the past year. The printout must be returned to DMV whether or not you make any changes. Make all changes or adjustments on the printout. If there are vehicles on the printout that you no longer own or use or that you do not want to register again, draw a line through the vehicle listing. If there are any new vehicles not on the printout, list them on the application, Form IRP 1. **DO NOT** list vehicles that are already on the printout on Form IRP 1.

If you need to make other changes, draw a line through the incorrect information and write the correct information above. The printout lists the states where your vehicles were apportioned during the past year and the weight for which they were registered. If you want to change the weight for a jurisdiction, draw a line through the incorrect weight and write the correct weight above it. Refer to the instructions on the renewal form.

Because the renewal is printed and issued 75 days before expiration, supplemental activity that takes place after the notices are mailed will not be shown. This includes additions/deletions of vehicles, changes of fleet/vehicle information or added jurisdictions. Therefore, it is essential that the carrier review the renewal application for accuracy or omission of pertinent information.

Failure to report or include factual data could result in processing delays, assessment of incorrect fees or maintenance of incorrect records.

Points to Remember

- Permanent and personalized permanent plates still must be renewed annually.
- Check all information on the pre-printed IRP renewal listing for accuracy.
- Be sure to return the printout even if you did not make changes.
- Complete the Apportioned Registration Application, (IRP 1) to add vehicles not listed on the renewal listing.
- Be sure to give a contact name and telephone number in case the application is incomplete or more information is needed.
- Sign the certification at the bottom of the form.
- Be sure to include proof of filing of the Federal Heavy Vehicle Use Tax, Form 2290, for the new mileage year if the vehicle is registered at 55,000 pounds or more.
- Provide a copy of a recent telephone bill in your company's name that shows the company's physical address.
- Be sure to allow enough time for DMV to process the application, send a billing notice, receive payment and issue tags and/or decals.
- You may renew the registration at any DMV customer service center, by mail, or by WebCAT.

Supplemental Applications

Changes to Your Application/Fleet

You may need to make changes to your fleet registration after the original or renewal application has been processed. Changes are made by submitting the IRP 1, with the appropriate section(s) completed.

Changes may include

- adding a vehicle to a fleet;
- removing a vehicle from a fleet;
- increasing or decreasing the gross weight of a vehicle;
- adding a jurisdiction for a fleet;
- reissue of lost or damaged plates.

Adding a Vehicle

- complete sections A, B, C, D, and H of the IRP 1;
- be sure to complete Section D which describes the vehicle(s) to be added;
- sign the certification in Section H;
- complete the Base Licensing Schedule if needed;
- provide proof of Heavy Vehicle Use Tax filing with IRS if applicable;
- submit the application to any Virginia DMV customer service center or to Virginia DMV Headquarters.

Deleting a Vehicle from the Fleet

- complete Sections A, B, C, E and H of the IRP 1;
- describe the vehicle/fleet under Deletions;
- if six months or more remain in the current registration period, complete Form FAA 210, application for Refund of Motor Vehicle License Fees. Forms are available at DMV customer service centers. Only Virginia fees can be refunded;
- submit the IRP cab card and license plate(s) with the application to a customer service center or to Virginia DMV Headquarters, Motor Carrier Services - IRP;
- if you withdraw a vehicle from your apportioned fleet during the registration year because the vehicle was sold, destroyed or stolen, you are required to notify DMV of the change and either return the apportioned license plate(s) for the vehicle or provide certification that the apportioned license plate(s) have been destroyed, lost or stolen.

Transferring Credentials

If for any reason a vehicle is removed from service and replaced by another vehicle:

- complete Sections A, B, C, D, E and H of the IRP 1;
- sign the certification;
- compare the gross vehicle weights.

Supplemental Applications

- if the gross weights of the vehicles are the same, return the cab card for replacement. Pay a \$2 transfer fee for Virginia and any calculated fees for any of the out-of-state jurisdictions. You must receive a new cab card before the vehicle can be operated.
- if the replacement vehicle's gross weight is more than the original vehicle's weight an additional fee will be calculated for the number of months remaining in the license period.

To change the gross weight of a vehicle registered under IRP

- complete IRP 1, Sections A, D and H.
- describe the vehicle(s). Where the gross weight will be changed under Additions, blocks 17 – 36, list the new gross weight(s).
- write “*vehicle weight change*” in the top right corner of the application form.
- complete the Base Licensing Schedule if the vehicle(s) carry a different weight in each registered IRP jurisdiction.
- submit the application;
- pay any additional registration fees to increase weights. No additional registration fees are required to decrease weight;
- receive new cab card.

NOTE: Virginia does not issue refunds for decreasing vehicle weight.

Adding jurisdiction(s) to existing account and fleet

Fleets registered under IRP may add IRP jurisdictions after the original application is processed:

- complete Sections A, B, F and H of the IRP 1;
- list mileage (actual or estimated) on IRP 1, Section F, for the jurisdiction(s) to be added. Explain in detail how you estimated the mileage for any new jurisdiction. If you estimated mileage for previous year's travel, explain how you calculated that mileage. Your estimates will be reviewed by Virginia DMV. All applicants who supply their own estimated mileage must provide a detailed explanation of their calculations. Your explanation and estimated miles will be reviewed to determine if they are reasonable. If either is not found to be reasonable, DMV may estimate the miles for you using standard calculations that will be based on the average miles per vehicle by jurisdiction reported by all Virginia IRP carriers. If this occurs, you may be billed for additional fees.

Reissue or exchange of license plates

Lost or mutilated IRP license plates (“P” and “PY” tags) may be re-issued or replaced:

- complete sections A, D and H of the Virginia Apportioned Registration Application, Form IRP 1;
- list vehicle under Section D. List plates as lost or mutilated;
- pay reissue fee of \$10 per tag (“P” and “PY” tags). The reissue cost of a trailer plate is \$5. The reissue fee for decals is \$1;
- apply in person or by mail.

Virginia requires two “P” plates for buses and single trucks. If you lose one tag, both tags must be reissued.

Billing

DMV calculates fees, for all IRP jurisdictions where apportionment has been requested on the application. Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax or clean air levy.

An invoice is provided to the carrier showing the total amount due. The invoice also reflects a breakdown of all jurisdictional registration fees due.

Refunds - Virginia

When requested, Virginia DMV will refund one-half of Virginia IRP fees paid if six months or more remain in the license period. Only vehicles withdrawn from IRP registration are eligible for refund.

Owner/operators are allowed to purchase Virginia apportioned license plates in their name. DMV will make the refund check payable directly to the owner/operator.

If owner/operators choose to register under the name of the company to whom they are leased, the company must request the refund.

There is no refund on license plates if less than six months remain in the license period.

To apply for a refund of Virginia IRP Registration Fees

- complete the Section E of the IRP 1;
- complete Application for Refund of Motor Vehicle License Fee (FAA 210); available from any customer service center or at www.dmvNOW.com;
- turn in the forms with the IRP cab card and license plate(s) at any DMV customer service center or mail to DMV Headquarters.

Refunds - Other Jurisdictions

The Virginia DMV cannot make refunds for other IRP jurisdictions. Contact the IRP office in each state in which the vehicle is registered for information about applying for refunds on vehicles removed from a fleet. A listing of all IRP jurisdictions is found in the Appendix A of this manual.

Trip Permits for Other Jurisdictions

Jurisdictional Information

IRP Trip Permits

The following table lists the trip permit information for each IRP jurisdiction.

Jurisdiction Name	Cost/Duration of Permit	Obtained Prior to Entry
Alabama	\$20 for 7 days	Yes
Alberta	Varies by distance and net weight for 3 days	No
Arizona	Varies based on distance and number of axles for 96 hours	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
District of Columbia	Letter of Authorization - ONLY	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$30 single unit/\$60 combination for 120 hours	No
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$25 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Truck: .9 x weight x distance. Bus: .083 x distance x passengers	Yes
Maryland	\$15 for 72 hours	Yes
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes

Trip Permits for Other Jurisdictions

IRP Trip Permits

Jurisdiction Name	Cost/Duration of Permit	Obtained Prior to Entry
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes
Montana	Up to 46,000 lbs.: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001-80,000 lbs.: \$20/0-200 miles; \$30/201-400 miles; \$40/over 400 miles; Over 80,001 lbs.: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; Triple Combinations: \$60/0-200 miles, \$80/201-400 miles, \$100/over 400 miles; Unregistered Trailer: \$10/0-200 miles, \$15/201-400 miles, \$20/over 400 miles;	No
Nebraska	\$25 for 72 hours	No
Nevada	\$5 plus 15 cents per mile for 24 hours	No
New Brunswick	\$23 for unladen vehicle (unless excluded by CAVR), \$81 truck, \$161 truck tractor for 5 days	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New Mexico	Varies upon mileage and vehicle weight for 48 hours	No
New York	\$15 for 72 hours	Yes
Newfoundland	\$50 truck, \$100 truck tractor for various validation periods	Yes
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$50 truck, \$100 truck tractor for 30 days	Yes
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$75 truck, \$132 truck tractor for 10 days	Yes
Oregon	\$21 for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Island	Straight Truck \$75; \$150 truck tractor for 5 days	No
Quebec	\$38 for 10 days	Yes
Rhode Island	\$54 for 72 hours	Yes
Saskatchewan	Varies by weight and distance for a single trip	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 72 hours	Yes
Tennessee	\$30 for 72 hours	Yes

Trip Permits for Other Jurisdictions

IRP Trip Permits

Jurisdiction Name	Cost/Duration of Permit	Obtained Prior to Entry
Texas	\$25 for 72 hours	Yes
Utah	\$25 for 96 hours or \$50 for a combination	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$10 for 3 days	Yes
West Virginia	\$24 for 5 days	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination for 96 hours	No

Record Keeping

Record Keeping

The IRP requires that all registrants maintain records to support the reported miles traveled in all jurisdictions. The following paragraphs describe suggested documentation of miles traveled by vehicles in a fleet and record keeping procedures. Records must be kept for a total of four years (the current registration year plus the previous three years).

Source Documents

The source document for vehicles in an IRP fleet is commonly known as the individual vehicle mileage record (IVMR). The IVMR serves as supporting evidence of each trip made by an apportioned vehicle. The vehicle record should include at least the following information:

- trip origin and destination with intermediate stops (city or jurisdiction);
- total miles of trip (include all loaded, deadhead and bobtail miles and trip-leased miles);
- miles generated in each state or province;
- odometer readings/hubometer readings (beginning and ending);
- routes of travel;
- vehicle unit number;
- vehicle fleet number (if the same unit numbers are used in more than one fleet);
- registration name;
- driver's name.

Suggested Record Keeping Procedures

Monthly and quarterly totals of miles traveled in each state may be shown in summary form for each apportioned vehicle. All company-operated vehicles may be shown on the summary; however, apportioned vehicles must be clearly identified since the miles generated by these particular units are the only ones which must be reported for IRP purposes.

Source documents used to produce the summary should be filed either in chronological order or by vehicle unit number. Documents filed under customers' names, drivers' names, etc., are virtually impossible to locate at the time of audit and may be determined unacceptable if a complete audit trail cannot be established.

Retention of Records

At any time during the current registration year, the registrant must have on file the records supporting the current year's application and the three preceding years' applications. Failure to retain records from which the true registration liability can be determined may result in full fee assessments, penalties, interest and/or future denial of IRP registration.

Record Keeping

The Virginia DMV Tax Audit Section may request an audit at any time. The registrant will be notified by letter 30 days in advance to arrange for an audit of mileage records. The auditor will then contact the registrant by telephone to inform the registrant of the selected period that will be audited and when he or she plans to conduct the audit. A follow-up letter will be sent to confirm the conversation. Upon the request of DMV, the carrier is required to make records available to DMV auditors by mail, at the carrier's place of business or at a mutually agreeable location. If the carrier fails to make the records available to DMV within 30 days of written notice, an assessment of liability based on the best information available will be imposed.

The purpose of the audit is to determine the accuracy of the reported mileage in every state so that the original percentage of miles assigned to every IRP jurisdiction can be confirmed. If no discrepancies are found, the auditor concludes that all fees have been properly distributed to each jurisdiction. In the event the mileage is reported in error, the auditor will adjust the percentages to redistribute the fees based on the findings and will notify each jurisdiction of these changes.

The carrier may appeal an audit finding by submitting a written request for a hearing within 30 days of receipt of the original notice of additional tax due. If the hearing is not requested within the 30-day period, the audit finding is final.

Sample form MCTS270
Individual Vehicle Mileage and Fuel Report (IVMR)
(front)

Page 40

Recording Keeping

Sample Individual Vehicle Mileage and Fuel Report (IVMR) (MCTS270) (Back)

MCTS270 (Rev. 02/02)

INSTRUCTIONS

Prepare an *Individual Vehicle Mileage and Fuel Report* for each trip or day of activity. Maintain report and fuel receipts for four years.

CARRIER INFORMATION

NAME - Write the name of the carrier.

ADDRESS, CITY, STATE, ZIP CODE - Write the carrier's address.

TRIP AND VEHICLE INFORMATION

DRIVER'S NAME - Write the name of the driver.

VEHICLE NUMBER - Write the vehicle number.

ORIGIN - Write the city and state where vehicle movement began.

DESTINATION - Write the city and state where the vehicle was unloaded or the final stop of the day.

INTERMEDIATE STOPS

1., 2., 3., 4. - Write, in order of occurrence, the city and state of ALL stops made between the origin and the destination.

MILEAGE INFORMATION

DATE - Write the trip date.

BEGINNING ODOMETER READING - Write the odometer reading at the beginning of the trip or day. (Recording a reading when entering a jurisdiction is recommended, but optional.)

JURIS. TRAVELED - Write, in order of occurrence, EACH jurisdiction traveled during the trip.

HIGHWAYS USED - Write, in order of occurrence, the highways traveled in EACH jurisdiction.

ENDING ODOMETER READING - Write the odometer reading at the end of the trip or day. (Recording a reading when leaving a jurisdiction is recommended, but optional.)

JURIS. MILES - Write the total number of miles traveled in EACH jurisdiction.

TOTAL MILES TRAVELED - Write the total miles traveled during the trip or day. **Note:** To find the *Total Miles Traveled*, subtract the odometer reading taken at the beginning of the trip or day from the odometer reading taken at the end of the trip or day. The results must equal the sum of all of the miles traveled in all of the jurisdictions.

FUEL INFORMATION

GALLONS PLACED IN VEHICLE - Write, in order of occurrence, the gallons of fuel placed in vehicle during the trip or day. (Include gallons obtained from bulk storage.)

VENDOR'S NAME - Write, in order of occurrence the name of EACH vendor where fuel was purchased during the trip or day. If fuel was pulled from bulk storage, write *BULK*.

CITY AND STATE - Write the city and the state where the vendor or bulk storage is located.

TOTAL GALLONS - Write the total gallons placed in vehicle during the trip or day.

MILES PER GALLON - Write the total Miles Per Gallon (MPG) for the trip or day. **Note:** To find the *Total Miles Per Gallon*, divide the Total Miles Traveled figure by the Total Gallons figure.

MILEAGE AND FUEL SUMMARY

JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.
ALBERTA (AB)			MANITOBA (MB)			OHIO (OH)		
ALASKA (AK)			MARYLAND (MD)			OKLAHOMA (OK)		
ALABAMA (AL)			MAINE (ME)			ONTARIO (ON)		
ARKANSAS (AR)			MICHIGAN (MI)			OREGON (OR)		
ARIZONA (AZ)			MINNESOTA (MN)			PENNSYLVANIA (PA)		
BRIT. COLUMBIA (BC)			MISSOURI (MO)			PRINCE ED. IS. (PE)		
CALIFORNIA (CA)			MISSISSIPPI (MS)			QUEBEC (PQ)		
COLORADO (CO)			MONTANA (MT)			RHODE ISLAND (RI)		
CONNECTICUT (CT)			MEXICO (MX)			SOUTH CAROLINA (SC)		
DIST. COLUMBIA (DC)			NEW BRUNSWICK (NB)			SOUTH DAKOTA (SD)		
DELAWARE (DE)			NORTH CAROLINA (NC)			SASKATCHEWAN (SK)		
FLORIDA (FL)			NORTH DAKOTA (ND)			TENNESSEE (TN)		
GEORGIA (GA)			NEBRASKA (NE)			TEXAS (TX)		
IOWA (IA)			NEWFOUNDLAND (NF)			UTAH (UT)		
IDAHO (ID)			NEW HAMPSHIRE (NH)			VIRGINIA (VA)		
ILLINOIS (IL)			NEW JERSEY (NJ)			VERMONT (VT)		
INDIANA (IN)			NEW MEXICO (NM)			WASHINGTON (WA)		
KANSAS (KS)			NOVA SCOTIA (NS)			WISCONSIN (WI)		
KENTUCKY (KY)			NORTHWEST TERR. (NT)			WEST VIRGINIA (WV)		
LOUISIANA (LA)			NEVADA (NV)			WYOMING (WY)		
MASSACHUSETTS (MA)			NEW YORK (NY)					

Recording Keeping

Sample Individual Vehicle Mileage and Fuel Report (IVMR) (MCTS270) (Front)



INDIVIDUAL VEHICLE MILEAGE AND FUEL REPORT

MCTS270 (Rev. 02/02)

SEE BACK FOR INSTRUCTIONS AND THE MILEAGE & FUEL SUMMARY CHART

CARRIER INFORMATION

Name	Address	City	State	Zip Code
Smith Trucking, Inc.	Suite 91, 200 Main	Richmond	VA	23219

TRIP AND VEHICLE INFORMATION

Driver's Name	Vehicle Number	Origin (city/state)	Destination (city/state)
John W. Smith	1	Richmond, VA	Richmond, VA

INTERMEDIATE STOPS (city/state -- in order of occurrence)

1.	2.	3.	4.
Washington Boro, PA	Baltimore, MD		

IMPORTANT INFORMATION

- YOU MUST RECORD THE ODOMETER READING:**
- at the beginning of the trip or day, and
 - at the end of the trip or day.
- Note: Recording reading when entering and leaving a jurisdiction is optional.

MILEAGE INFORMATION				FUEL INFORMATION		
DATE (DD/MM/YY)	BEGINNING ODOMETER READING	JURIS. TRAVELED	HIGHWAYS USED (by jurisdiction)	ENDING ODOMETER READING	JURIS. MILES	GALLONS PLACED IN VEHICLE
3/4/01	213595	VA	US1, I95, I495	213504	109	
	213504	MD	I495, I95, I695, I-83	213581	77	
	213581	PA	I83, PA462, PA24, US30	213616	35	
			Washington Boro, Stop			
	213616	PA	PA414, US30, PA24, PA462, I83	213685	33	75
			Baltimore, Stop			
	213685	MD	US40, I395, I95	213838	44	
	213729	VA	I95, I495, US1	213838	109	
TOTAL MILES TRAVELED				443		
					TOTAL GALLONS	MILES PER GALLON
					75	5.91

Recording Keeping

Sample Individual Vehicle Mileage and Fuel Report (IVMR) (MCTS270) (Back)

MCTS270 (Rev. 02/02)

INSTRUCTIONS

Prepare an *Individual Vehicle Mileage and Fuel Report* for each trip or day of activity. Maintain report and fuel receipts for four years.

CARRIER INFORMATION

NAME - Write the name of the carrier.

ADDRESS, CITY, STATE, ZIP CODE - Write the carrier's address.

TRIP AND VEHICLE INFORMATION

DRIVER'S NAME - Write the name of the driver.

VEHICLE NUMBER - Write the vehicle number.

ORIGIN - Write the city and state where vehicle movement began.

DESTINATION - Write the city and state where the vehicle was unloaded or the final stop of the day.

INTERMEDIATE STOPS

1., 2., 3., 4. - Write, in order of occurrence, the city and state of ALL stops made between the origin and the destination.

MILEAGE INFORMATION

DATE - Write the trip date.

BEGINNING ODOMETER READING - Write the odometer reading at the beginning of the trip or day. (Recording a reading when entering a jurisdiction is recommended, but optional.)

JURIS. TRAVELED - Write, in order of occurrence, EACH jurisdiction traveled during the trip.

HIGHWAYS USED - Write, in order of occurrence, the highways traveled in EACH jurisdiction.

ENDING ODOMETER READING - Write the odometer reading at the end of the trip or day. (Recording a reading when leaving a jurisdiction is recommended, but optional.)

JURIS. MILES - Write the total number of miles traveled in EACH jurisdiction.

TOTAL MILES TRAVELED - Write the total miles traveled during the trip or day. **Note:** To find the *Total Miles Traveled*, subtract the odometer reading taken at the beginning of the trip or day from the odometer reading taken at the end of the trip or day. The results must equal the sum of all of the miles traveled in all of the jurisdictions.

FUEL INFORMATION

GALLONS PLACED IN VEHICLE - Write, in order of occurrence, the gallons of fuel placed in vehicle during the trip or day. (Include gallons obtained from bulk storage.)

VENDOR'S NAME - Write, in order of occurrence the name of EACH vendor where fuel was purchased during the trip or day. If fuel was pulled from bulk storage, write *BULK*.

CITY AND STATE - Write the city and the state where the vendor or bulk storage is located.

TOTAL GALLONS - Write the total gallons placed in vehicle during the trip or day.

MILES PER GALLON - Write the total Miles Per Gallon (MPG) for the trip or day. **Note:** To find the *Total Miles Per Gallon*, divide the Total Miles Traveled figure by the Total Gallons figure.

MILEAGE AND FUEL SUMMARY

JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.	JURISDICTION	MILEAGE	GALS.
ALBERTA (AB)			MANITOBA (MB)			OHIO (OH)		
ALASKA (AK)			MARYLAND (MD)	154	75	OKLAHOMA (OK)		
ALABAMA (AL)			MAINE (ME)			ONTARIO (ON)		
ARKANSAS (AR)			MICHIGAN (MI)			OREGON (OR)		
ARIZONA (AZ)			MINNESOTA (MN)			PENNSYLVANIA (PA)	71	
BRIT. COLUMBIA (BC)			MISSOURI (MO)			PRINCE ED. IS. (PE)		
CALIFORNIA (CA)			MISSISSIPPI (MS)			QUEBEC (PQ)		
COLORADO (CO)			MONTANA (MT)			RHODE ISLAND (RI)		
CONNECTICUT (CT)			MEXICO (MX)			SOUTH CAROLINA (SC)		
DIST. COLUMBIA (DC)			NEW BRUNSWICK (NB)			SOUTH DAKOTA (SD)		
DELAWARE (DE)			NORTH CAROLINA (NC)			SASKATCHEWAN (SK)		
FLORIDA (FL)			NORTH DAKOTA (ND)			TENNESSEE (TN)		
GEORGIA (GA)			NEBRASKA (NE)			TEXAS (TX)		
IOWA (IA)			NEWFOUNDLAND (NF)			UTAH (UT)		
IDAHO (ID)			NEW HAMPSHIRE (NH)			VIRGINIA (VA)	218	
ILLINOIS (IL)			NEW JERSEY (NJ)			VERMONT (VT)		
INDIANA (IN)			NEW MEXICO (NM)			WASHINGTON (WA)		
KANSAS (KS)			NOVA SCOTIA (NS)			WISCONSIN (WI)		
KENTUCKY (KY)			NORTHWEST TERR. (NT)			WEST VIRGINIA (WV)		
LOUISIANA (LA)			NEVADA (NV)			WYOMING (WY)		
MASSACHUSETTS (MA)			NEW YORK (NY)					
							443	75

Sample Monthly Trip Recap

MONTHLY TRIP RECAP

VEHICLE 1 MONTH January YEAR 2004

Mileage			
Beginning of Month	<u>126,900</u>	End Of Month	<u>127,605</u>

Totals					
Miles	705	Fuel	124	MPG	5.69

Trip	Jurisdiction					
	VA		NC		DC	
	Mileage	Fuel	Mileage	Fuel	Mileage	Fuel
1	25	0				
2	121	21	37	50		
3	121	0	38	0		
4	100	35			10	0
5	253	18				
TOTAL	620	74	75	50	10	0

Recording Keeping

Sample Monthly Mileage and Fuel Summary

MONTHLY MILEAGE AND FUEL SUMMARY

FUEL TYPE
Diesel

MONTH	Year
January	2004

Vehicle Number	Juris: VA		Juris: NC		Juris: DC		Total		MPG
	Miles	Fuel	Miles	Fuel	Miles	Fuel	Miles	Fuel	
1	620	74	75	50	10	0	705	124	5.69
2	250	47	10	0	0	0	260	47	5.53
TOTAL	870	121	85	50	10	0	965	171	5.64

Recording Keeping

Sample Monthly Mileage and Fuel Summary

QUARTERLY MILEAGE AND FUEL SUMMARY

FUEL TYPE
Diesel

QUARTER	Year
1	2004

Vehicle Number	Juris: VA		Juris: NC		Juris: DC		Total		MPG
	Miles	Fuel	Miles	Fuel	Miles	Fuel	Miles	Fuel	
1	750	74	100	50	10	0	860	124	6.94
2	430	76	720	193	290	0	1440	269	5.35
TOTAL	1180	150	820	243	300	0	2300	393	5.85

Appendix A

Alabama

Department of Revenue
Motor Vehicle Division
Post Office Box 327620
Montgomery, AL 36132-7620

Phone: (334) 242-9000
Fax: (334) 242-0312

Alberta

Alberta Transportation Prorate Services
1st Floor, 803 Manning Road NE
Calgary, AB, Canada T2E 7M8

Phone: (403) 297-2920
Fax: (403) 297-2917

Arizona

Department of Transportation
Motor Vehicle Division
1801 W. Jefferson Street
Mail Drop 520M
Phoenix, AZ 85007

Phone: (602) 712-8340
Fax: (602) 407-3048

Arkansas

Office of Motor Vehicles
IRP Unit
1900 West 7th, Room 1010
Little Rock, AR 72201

Phone: (501) 682-4653
Fax: (501) 682-4615

British Columbia

Insurance Corporation of British Columbia
Post Office Box 7500
Stn. Terminal
Vancouver, BC V6B 5R9

Phone: (604) 443-4450
Fax: (604) 443-4451

California

Department of Motor Vehicles
Post Office Box 932320
MS: C160
Sacramento, CA 94232-3200

Phone: (916) 657-7971
Fax: (916) 657-6628

Colorado

Department of Revenue
Motor Carrier Services Division
IRP Section
1881 Pierce Street, Room 114
Lakewood, CO 80214

Phone: (303) 205-5602
Fax: (303) 205-5981

Connecticut

Department of Motor Vehicles
IRP/SSRS
60 State St
Wethersfield, CT 06161-1010

Phone: (860) 263-5281
Fax: (860) 263-5582

Delaware

Department of Transportation
IRP Unit
Post Office Drawer 7065
Dover, DE 19903-7065

Phone: (302) 744-2701
Fax: (302) 739-6299

District of Columbia

Department of Motor Vehicles
301 C Street, NW
Room 1063
Washington DC 20024-1400

Phone: (202) 727-6426
Fax: (202) 727-5017

Appendix A

Florida

Dept. of Highway Safety & Motor Vehicles
Neil Kirkman Building
2900 Apalachee Parkway
Tallahassee, FL 32399-0626

Phone: (904) 488-6921

Georgia

Department of Revenue
Motor Vehicle Division
IRP Section
1200 Tradeport Boulevard
Hapeville, GA 30354

Idaho

Transportation Department
Division of Motor Vehicles
Post Office Box 7129
Boise, ID 83707-1129

Phone: (208) 334-8611
Fax: (208) 334-2006
General E-Mail:

Onestop@itd.state.id.us

Illinois

Secretary of State
Vehicle Service Department
Howlett Building, Room 300
Springfield, IL 62756

Phone: (217) 785-1800
Fax: (217) 524-0123

Indiana

IRP Section
Department of Revenue
Motor Carrier Services Division
5252 Decatur Boulevard, Suite R
Indianapolis IN 46241

Phone: (317) 615-7340
Fax: (317) 821-2335

Iowa

Department of Transportation
Motor Vehicle Division
Office of Motor Carrier Services
Post Office Box 10382
Des Moines, IA 50306-0382

Kansas

Department of Revenue
Division of Motor Vehicles
Motor Carrier Services Bureau
3718 SW Burlingame Road
Topeka, KS 66609-1217

Phone: (785) 291-3384
Fax: (785) 296-7872

Kentucky

Transportation Cabinet
IRP Section, Box 2323
Frankfort, KY 40602-2323

Phone: (502) 564-4120
Fax: (502) 564-4138

Louisiana

Department of Public Safety and Corrections
Office of Motor Vehicles, IRP Unit
7979 Independence Boulevard, Room 101
Baton Rouge, LA 70806

Phone: (225) 925-6270
Fax: (225) 925-1838

Maine

Bureau of Motor Vehicles
#29 State House Station
Augusta, ME 04333-0029

Phone: (207) 624-9000 ext: 52135
Fax: (207) 624-9086

Manitoba

Commercial Vehicle Registration
1075 Portage Avenue
Winnipeg, MB R3G 0S1

Phone: (204) 945-7380
Fax: (204) 945-8416

Appendix A

Maryland

Motor Vehicle Administration
6601 Ritchie Highway, NE
Glen Burnie, MD 21062

Phone: (410) 424-3014

Fax: (410) 768-7163

Massachusetts

Registry of Motor Vehicles
IRP Section
One Copley Place
Tower One, Third Floor
Boston, MA 02116

Phone: (617) 351-9320

Fax: (617) 351-9399

Michigan

Department of State
Secondary Complex
7064 Crowser Drive
Lansing, MI 48918-9915

Phone: (517) 322-1097

Fax: (517) 322-1058

Minnesota

Department of Public Safety
1110 Centre Pointe Curve Suite 425
Mendota Heights, MN 55120

Phone: (651) 405-6161

Fax: (651) 405-6136

Mississippi

State Tax Commission
Post Office Box 1140
Jackson, MS 39215

Phone: (601) 923-7100

Fax: (601) 923-7133

Missouri

Department of Transportation
Motor Carrier Services
Post Office Box 893
Jefferson City, MO 65105-0893

Phone: (573) 751-6433

Fax: (573) 751-0916

Montana

Department of Transportation
Motor Carrier Services Division
Post Office Box 4639
Helena, MT 59620

Phone: (406) 444-6130

Fax: (406) 444-7670

Nebraska

Department of Motor Vehicles
Motor Carrier Services
Post Office Box 94729
Lincoln, NE 68509-4729

Phone: (402) 471-4435

Fax: (402) 471-4024

Nevada

Department of Motor Vehicles and
Compliance Enforcement Division
Motor Carrier Section
555 Wright Way
Carson City, NV 89711

Phone: (775) 684-4711

Fax: (775) 684-4619

Newfoundland and Labrador

IRP Office
Post Office Box 8710
Saint John's, NL A1B 4J6
Canada

Phone: (709) 729-4921

New Brunswick

Department of Public Safety
364 Argyle Street, 3rd Floor
Frederickton, NB E3B 1T9

Phone: (516) 453-2407
Fax: (516) 444-5950

New Hampshire

Department of Safety
International Registration Plan
10 Hazen Drive
Concord, NH 03305

Phone: (603) 271-2196
Fax: (603) 271-1061

New Jersey

Department of Transportation
Motor Vehicle Services
Motor Carriers Unit, IRP Section
225 East State Street, P. O. 178
Trenton, NJ 08666-0178

Phone: (609) 633-9399
Fax: (609) 633-9394

New Mexico

Taxation and Revenue Department
Motor Vehicle Division
Post Office Box 1028
Santa Fe, NM 87504

Phone: (505) 827-2265
Fax: (505) 827-0135

New York

Department of Motor Vehicles
International Registration Bureau
Post Office Box 2850-ESP
Albany, NY 12220-0850

Phone: (518) 473-5834

North Carolina

Department of Transportation
Division of Motor Vehicles
IRP Section
1425 Rock Quarry Road, Suite 100
Raleigh, NC 27610

Phone: (919) 733-3642
Fax: (919) 715-9129

North Dakota

Department of Transportation
Motor Vehicle Division
608 East Boulevard Avenue
Bismarck, ND 58505-0780

Phone: (701) 328-2725
Fax: (701) 328-3500

Nova Scotia

Department of Business & Consumer
Service
1505 Barrington Street
9th Floor, Merritime Center
Halifax, NS B3J 3P7

Phone: (902) 424-6964
Fax: (902) 424-2633

Ohio

Bureau of Motor Vehicles
Post Office Box 16520
Columbus, OH 43216-6520

Phone: (614) 752-7587
Fax: (614) 752-7972

Oklahoma

Tax Commission
Motor Vehicle Division
2501 Lincoln Boulevard
Oklahoma City, OK 73194

Phone: (405) 521-3036
Fax: (405) 525-2906

Appendix A

Ontario

Ministry of Transportation
Project and Change Management Branch
1201 Wilson Avenue
Building C, Room 143
Dow sview , Ontario M3M 1J8

Phone: (416) 235-3923
Fax: (416) 235-3924

Oregon

Department of Transportation
Motor Carrier Transportation Division
550 Capitol Street, N.E.
Salem, OR 97301-2530

Phone: (503) 378-6699
Fax: (503) 378-6880

Pennsylvania

Department of Transportation
Commercial Registration Section
1101 S. Front Street, 1st Floor
Harrisburg, PA 17104

Phone: (717) 783-6095
Fax: (717) 783-6349

Prince Edward Island

Highw ay Safety Operations
Department of Transportation and Public
Works
33 Riverside Drive
Post Office Box 2000
Charlottetow n, Prince Edw ard Island C1A
7N8

Phone: (902) 368-5202
Fax: (902) 368-6269

Quebec

Societe de l'assurance automobile du
Quebec
333, boul. Jean Lesage, Local C-3-13
Quebec City, (Quebec)
Canada G1K8J6

Phone: (418) 528-3379
Fax: (418) 643-4624

Rhode Island

Division of Motor Vehicles
IRP Services Section
45 Park Place
Paw tucket, RI 02860

Phone: (401) 729-6692
Fax: (401) 728-6963

Saskatchewan

Government Insurance
2260 11th Avenue
Regina, SK S4P 2N7

Phone: (306) 751-1200
Fax: (306) 359-0867

South Carolina

Department of Motor Vehicles
Post Office Box 1993
Blythew ood, SC 29016

Phone: (803) 896-3870
Fax: (803) 896-2698

South Dakota

Department of Revenue and Regulation
Prorate and Commercial Licensing
445 East Capital Avenue
Pierre, SD 57501-3100

Phone: (605) 773-4111
Fax: (605) 773-4117

Tennessee

Department of Safety
1150 Menzler Road
Nashville, TN 37210

Phone: (615) 687-2260
Fax: (615) 532-7015

Texas

Department of Transportation
Vehicle Titles and Registration Division
4000 Jackson Avenue
Austin, TX 78779-0001

Phone: (512) 465-7570
Fax: (512) 467-5909

Appendix A

Utah

State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134

Phone: (801) 297-6800
Toll Free: (888) 251-9555
Fax: (801) 297-6899

Vermont

Agency of Transportation
Department of Motor Vehicles
133 State Street
Montpelier, VT 05633-5001

Phone: (802) 828-2657
Fax: (802) 828-3522

Virginia

Department of Motor Vehicles
2300 West Broad Street
Post Office Box 27412
Richmond, VA 23269-0001

Phone: (866) 878-2582
Fax: (804) 367-1073

Washington

Department of Licensing
Prorate/Fuel Tax Section
Post Office Box 9048
Olympia, WA 98507-9048

Phone: (360) 664-1858
Fax: (360) 586-5905

West Virginia

Division of Motor Vehicles
1800 Kanawha Boulevard, East
Building 3, Room 138
Charleston, WV 25317

Phone: (304) 558-3629
Fax: (304) 558-6735

Wisconsin

Department of Motor Vehicles
Post Office Box 7911
Madison, WI 53707-7911

Phone: (608) 266-9900
Fax: (608) 267-0220

Wyoming

Department of Transportation
Motor Vehicle Services
5300 Bishop Boulevard
Cheyenne, WY 82009-3340

Phone: (307) 777-4829
Fax: (307) 777-4772

Ad Valorem • a tax charged by some jurisdictions in proportion to the estimated value of the vehicle.

Allocated Vehicle • a vehicle to which a particular state's basic registration tag or apportioned registration tag is attached upon payment of the state's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction that the fleet travels through (each vehicle of the fleet need not enter every jurisdiction).

Applicant • person, firm, or corporation in whose name or names a vehicle or fleet will be registered.

Apportionable Fee • any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license and weight fees.

Apportionable Vehicle • any vehicle (except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, buses used in transportation of chartered parties, and Government-owned vehicles) used or intended for use in two or more member jurisdictions that allocate or proportionally register a vehicle designed, used, or maintained primarily for the transportation of property.

Apportioned Registration • registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration taxes and fees based on the percentage of operation in those jurisdictions.

Audit • physical examination of carrier's records, including source documents, to verify fleet mileage and accuracy of record keeping.

Axle • a rod on or with which a wheel(s) turns.

Axle Weight • the weight transmitted to the highway by an axle unit.

Base Jurisdiction • a jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet, and where the operational records of the fleet are maintained or can be made available.

Base Plate • the plate issued by the base jurisdiction. This is the only registration plate issued for the vehicle although the vehicle may be registered for travel in other member jurisdictions. Base plates are identified with the word "apportioned" and the jurisdiction's name. When requested, Virginia will issue permanent apportioned license plates. Permanent plates are not required to display month and year decals, but are required to be renewed annually.

Bus • under IRP, a motor vehicle designed to carry more than 10 passengers.

Cab Card • a registration card issued for a vehicle in an apportioned fleet. The cab card is issued for a specific vehicle and identifies the base jurisdiction of the fleet and the registered weight of the vehicle in each apportioned jurisdiction where the vehicle is registered.

Carrier • individual, partnership, or corporation engaged in the business of transporting persons or property.

Chartered Bus • a passenger-carrying motor vehicle used exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle.

Chartered Party • group of persons who, pursuing a common purpose, under a single contract and at a fixed charge, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary.

Combination of Vehicles • a power unit used in combination with trailers, semi-trailers and/or auxiliary axles.

Combined Gross Weight • total weight of the power unit, trailer and maximum load.

Commercial Vehicle • vehicle used for transportation of persons or property for commercial or industrial enterprise, either for-hire or not for-hire

Converter Gear • auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semitrailer to a full trailer.

Credentials • the license plate, cab card, and decal issued to reflect the apportioned registration of a vehicle.

Double Bottom Combination • a combination of a power unit pulling two semitrailers or a semitrailer and a full trailer.

Dump Truck • a truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open.

Empty Weight • weight of a vehicle fully equipped for service, excluding the weight of any load.

Established Place of Business • a physical structure owned, leased, or rented by a fleet registrant and designated by a street number or road location (not a post office box number). The place of business must be open during normal business hours and must include:

- a telephone(s) publicly listed in the name of the fleet registrant; and
- a person(s) conducting the fleet registrant's business; and
- the operational records of the fleet or where the records can be made available.

Factory List Price • the manufacturer's retail price, excluding trade-in and sales tax but including accessories or modifications attached to the vehicle.

Federal Heavy Vehicle Use Tax • tax on vehicles with a gross weight of 55,000 pounds (lbs.)/24,947 kilograms (Kg), or more paid by all interstate carriers to the federal government.

Fleet • one or more apportionable vehicles registered for operation in the same jurisdiction(s).

Full Trailer • vehicle without motive power, designed for carrying people or property, pulled by a motor vehicle, and so constructed that no part of its weight rests on the pulling vehicle.

Gross Vehicle Weight • the number of pounds derived by adding the weight of all axles on a commercial vehicle.

Heavy Trailers • trailers weighing more than of 8,000 pounds (lbs.) loaded weight (axle weight when loaded).

HVUT • Federal Heavy Vehicle Use Tax. this tax is administered by the Internal Revenue Service. It applies to power units that are registered for 55,000 pounds (lbs.)/24,947 kilograms (Kg), gross weight or more.

International Fuel Tax Agreement (IFTA) • an agreement between states for the registration and payment of road tax.

International Registration Plan (IRP) • an agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction.

Interstate • vehicle movement between or through two or more jurisdictions.

Intrastate • vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

Jurisdiction • a state, territory or possession of the United States, the District of Columbia or a Canadian province.

Lease • written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time:

- **long term lease:** a lease of 30 days and longer;
- **short term lease:** a lease of less than 30 days.

Lessee • individual, partnership, or corporation having legal possession and control of a vehicle owned by another for a specific period of time under the terms of a lease agreement.

Lessor • individual, partnership, or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another individual, partnership, or corporation for a specific period of time.

Mileage Reporting Year • under the IRP, the reporting period for actual distance traveled is July 1 to June 30 of the preceding year. These records are subject to audit by the base jurisdiction as well as host jurisdiction.

Mobile Home Toter • a motor vehicle designed without a fifth wheel and used exclusively for pulling mobile homes on their own axles.

Operational Records • documents supporting miles traveled in each jurisdiction and total miles traveled, such as vehicle trip records, fuel reports, trip sheets, and logs.

Owner • any individual, partnership, or corporation, other than a lien-holder, holding legal title to a vehicle.

Power Unit • a bus, truck, truck-tractor, road tractor, tractor, dump truck, tow truck or motor home toter.

Private Carrier • individual, partnership, or corporation which utilizes its own truck to transport its own freight.

Purchase Price • actual price of the vehicle paid by the current owner, excluding sales tax but including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price for IRP registration but is allowed for sales tax computations.

Reciprocity • reciprocal granting of rights and/or privileges to vehicles registered under the IRP and unregistered vehicles that are subject to separate reciprocity agreements, arrangements, declarations, or understandings. Under reciprocity, vehicles are exempt from further registration by any other member jurisdiction.

Reciprocity Agreement • an agreement, arrangement or understanding governing the reciprocal grants or rights and/or privileges to vehicles based in and registered under the applicable laws of the jurisdictions which are parties to such an agreement, arrangement, or understanding.

Recreational Vehicle/Motor Home • a vehicle used for personal pleasure travel, not in connection with any commercial endeavor.

Registrant • a person, firm or corporation in whose name or names a vehicle is registered.

Registration Card • refer to cab card

Registration Year • the twelve-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

Rental Fleet • one or more vehicles that are rented or offered for rent with or without drivers and which are designated by a rental owner as a rental fleet.

Rental Owner • an owner principally engaged in renting one or more rental fleets to others or offering the vehicles of such fleets for rental, with or without drivers.

Rental Vehicle • a vehicle of a rental fleet.

Renting and Leasing • the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

Rental Transaction • Occurs in the jurisdiction where a rental vehicle first comes into possession of the user.

Restricted Plate • refers to either a one-time, geographic area-, mileage-, or commodity-restricted (farm, log, tow truck (wrecker) or dealer plate).

Road Tractor • a motor vehicle designed without a fifth wheel

Semi-Trailer • vehicle without motive power designed for carrying people or property, pulled by a motor vehicle and constructed so that some part of its weight rests on or is carried by the pulling vehicle.

Serial Number • refer to vehicle identification number.

Service Representative • a person or business that furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property.

Total Fleet Miles • total number of miles operated by a fleet of apportioned vehicles in all IRP jurisdictions during the mileage reporting period.

Tow Truck (Wrecker) • a motor vehicle for hire (i) designed to lift, pull, or carry another vehicle by means of a hoist or other mechanical apparatus and (ii) having a manufacturer's gross vehicle weight rating of at least 10,000 pounds. The term "tow truck" also includes vehicles designed with a ramp on wheels and a hydraulic lift with a capacity to haul or tow another vehicle, commonly referred to as "rollbacks."

Tow Dolly • refer to converter gear.

Tractor • a motor vehicle designed and used primarily for drawing other vehicles but not constructed to carry a load other than part of the weight of the other vehicle and its load.

Trip Lease • lease of vehicle equipment to a carrier (lessee) for a single interstate movement.

Trip Permit • temporary permit issued by a jurisdiction in lieu of regular registration.

Trip Records • Records maintained on distances traveled by each unit by trip, on a monthly/quarterly basis and annual totals.

Truck • motor vehicle designed and used for the transportation of property generally not designed and used to pull other vehicles.

Truck-Tractor • a motor vehicle designed and used primarily for drawing other vehicles but constructed to carry a load other than part of the weight of the other vehicle and its load.

Unladen Weight • the actual weight of the vehicle including the cab, body and all normal highway-use vehicle accessories but excluding the weight of any load.

Vehicle Identification Number • identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.



Commonwealth of Virginia
Department of Motor Vehicles
International Registration Plan
Post Office Box 27412
Richmond, Virginia 23269-0001

Toll Free (866) 878-2582 (voice)
(800) 272-9268 (deaf or hearing impaired ONLY)
(804) 367-1073 (fax)

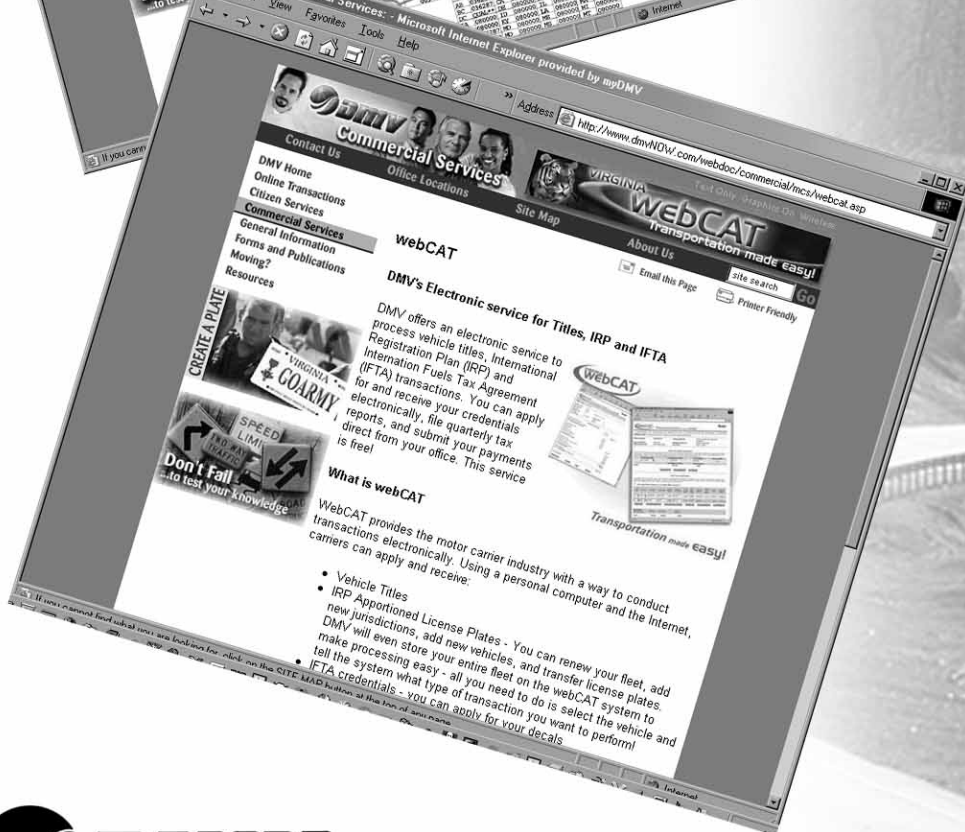
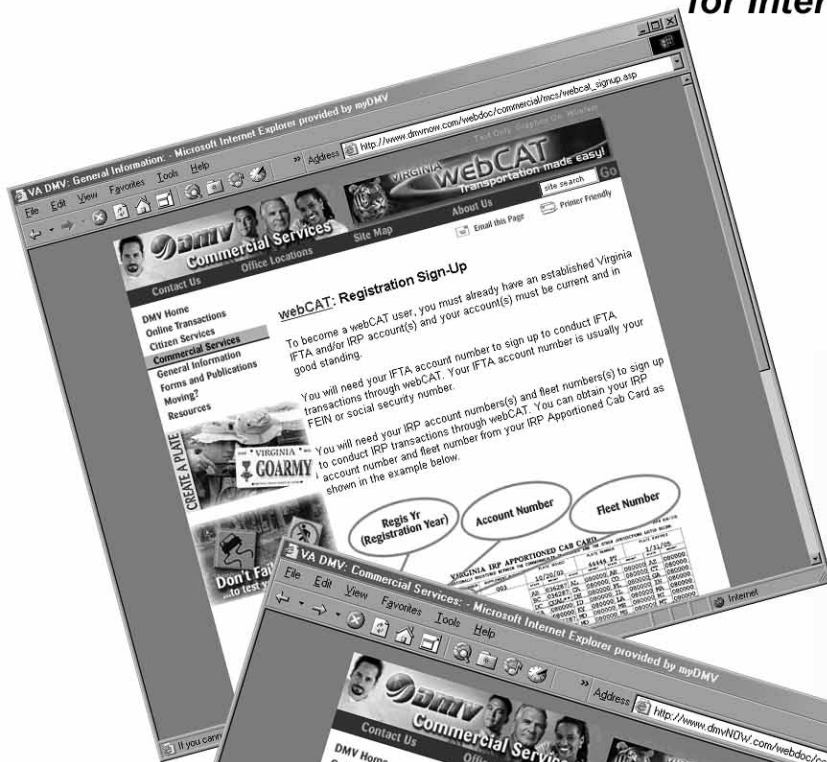
mcsonline@dmv.state.va.us.
www.dmvNOW.com

IRP 5 (10/01/04)

Visit the Virginia DMV web site at

www.dmvNow.com

for International Registration Plan information.



Virginia Department of Motor Vehicles
International Registration Plan
P. O. Box 27412
Richmond, Virginia 23269-0001
1-866-878-2582

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